

This document should be completed in conjunction with the organisation that will receive the donation from the Aviva Community Fund if confirmed as a successful project or finalist.

Please answer the questions below and send a copy of the document and any evidence by email to avivacommunityfund@charititrust.org **no later than 5pm on 8 December 2017.**

If you don't provide these details by that date, unfortunately your place as a Finalist will be forfeited.

About you and the project

To be completed by submitter

Project Name		
Unique Project ID		
Submitter's contact details	Name: Email address: Phone number:	
Organisation's name		
Named contact at the organisation (if different from submitter)	Name: Email address: Phone number:	
Estimated project completion date		
Please state the exact amount being requested from the Aviva Community Fund		

Questions

To be completed by charity

1	What is your organisations experience? Give examples of projects your organisation has taken part in over the last year.	
2	Is the organisation registered with the Charity Commission or OSCR?	YES/NO
	If yes, please confirm your charity registration number	
If yes, and all your annual accounts are submitted and up to date please go straight to Question 5. If no, or your account aren't up to date please go to Question 3		
3	Is your organisation a not-for-profit organisation or a group for community good?	YES/NO
4	Does your organisation have an average annual income (over the last three years) of less than £1,000,000?	YES/NO Please provide your latest certified annual reporting accounts as evidence. If you are unable to provide this evidence an annual bank statement must be provided.
5	Has your organisation/charity/group been in existence for at least 6 months?	YES/NO We will use information provided in question 4 as evidence

Project Name

Unique Project ID

Questions (continued)

6	Do you have a bank account in the name of the organisation?	YES/NO If yes please provide bank details on official bank stationary e.g. voided cheque or bank statement.
7a	Has your organisation been involved in or is being investigated for criminal activities or investigated by the Charities Commission in the past three years? If yes, please provide an explanation	YES/NO
7b	Is your organisation aware of any investigations into trustees, employees or contractors in relation to their work with the organisation? If yes, please provide an explanation	YES/NO
8	Has an application been made before an administrative or judicial body seeking the dissolution of the organisation? If yes, please provide an explanation	YES/NO
9	Is any other party or individual seeking compensation from your organisation? If yes, please provide an explanation	
10	What would happen to the project you are seeking funding for if your organisation were to dissolve?	YES/NO
11	If you work with young people, do you have a child protection policy? If yes, please provide a copy	YES/NO
12	Do any of your Trustees, staff or affiliates have any relationship with any Aviva employees who may have been involved in making decisions about the Aviva Community Fund? If yes, please provide a list of these Aviva employees	YES/NO

Please ensure all questions have been answered and any evidence has been provided for Questions 4, 5, 6 and 11 (if applicable) before submitting this form.