# Due Diligence – Awards of up to £5,000, £10,000 and £25,000

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This document should be completed in conjunction with the organisation that will receive the donation from the Aviva Community Fund if confirmed as a winner. Please answer the questions below and send a copy of the document and any evidence by email to [avivacommunityfund@charitiestrust.org](mailto:avivacommunityfund@charitiestrust.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 | 17- |
| 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 disregard questions 4 and 5.** | | |

**Page 2 of 2** Project Name Unique Project ID

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| --- | --- | --- |
| 3 | You are required to have a bank account in the name of the organisation delivering the project. | Please provide a bank statement in the name of the organisation dating back at least 6 months. |
| 4 | Has your organisation/charity/group been in existence for at least 6 months? | YES/NO  We will use information provided in question 3 as evidence |
| 5 | 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 **audited** annual accounts. If you are unable to provide this a **certified** annual income statement or annual bank statement will suffice. |
| 6 | Is your organisation a not-for-profit organisation or a group for community good? | YES/NO |
| 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 3, 5 and 11 (if applicable) before submitting this form.**