# 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 **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 |  Hitchin Hackspace Community Workshop |
| Unique Project ID |  17-6297 |
| Submitter’s contact details | Name:Email address: Phone number: |
| Organisation’s name |  Hitchin Hackspace |
| Named contact at the organisation (if different from submitter) | Name:Email address: Phone number: |
| Estimated project completion date |  December 2018 |
| Please state the **exact amount** being requested from the Aviva Community Fund |  £ All the Money |

**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 |  N/A |
| **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

|  |  |  |
| --- | --- | --- |
| 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. Hitchin Hackspace Account & Hitchin Hackspace Limited  |
| 4 | Has your organisation/charity/group been in existence for at least 6 months? | YES/~~NO~~Hitchin Hackspace Founded dd/mm/yyyyHitchin Hackspace Limited Founded dd/mm/yyyy 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** (what is acceptable as "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 |  ~~YES~~/NO |
| 10 | What would happen to the project you are seeking funding for if your organisation were to dissolve? | Provide details of what would happen to the money |
| 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.**