

## The due diligence check

As part of our application process, we carry out a due diligence check on every applicant. This isn't part of assessing the quality of your application, it's more of a check on the suitability of applicants to receive funding from Barnwood Trust. For example, as a charity supporting disabled people and people with mental conditions, we would not wish to fund any organisation which did not have a strong and robust approach to keeping vulnerable people safe. This means we will always need to see your safeguarding policy.

The table below sets out the areas covered in the due diligence check; the information we look for; and why we need it.

Subject	Why we check it	How we check it
Aims of your organisation	We need to ensure that the work you're planning to do is in line with both Barnwood Trust's strategic outcomes and also with your organisation's stated aims.	We can check your legal aims on either the Charity Commission or Companies House website.
Conflicts of interest	We check whether the people managing your organisation are also involved with Barnwood Trust (as a trustee or a member of staff).	We check the list of your trustees (if you're a charity) or your Directors (if you're a company) via the Charity Commission or Companies House.  If you're a CIC, we prefer you to have at least three Directors who are not related to each other.
Reserves policy and level of free reserves	If you have substantial free reserves we might question whether you really need funding from us.	If you're a charity, we check your reserves policy in your Annual Report.

		If you're a CIC you'll need to tell us your reserves policy and the level of your reserves.
Income and expenditure	We need to know that your organisation is financially sustainable but not so wealthy that you don't appear to need funding from us.	<p>We check your accounts via the Charity Commission or Companies House website.</p> <p>If you're asking us for multi-year funding, we'll ask to see a cash flow forecast, draft budget or a similar document covering the first year.</p>
Safeguarding	We need to be assured that in delivering your project you will have due regard for the safety of children and vulnerable adults.	<p>We ask you to send a copy of your safeguarding policy with your application. We'll check the following details:</p> <ul style="list-style-type: none"> <li>• has the policy been reviewed in the last two years</li> <li>• is there a designated person with overall responsibility for safeguarding</li> <li>• does the policy cover safe recruitment (including DBS checks) and training</li> <li>• are staff and volunteers regularly reminded of their safeguarding responsibilities</li> <li>• does the policy cover information sharing with other parties (e.g. the Police, Social Services)</li> <li>• is there a procedure for handling allegations against staff</li> <li>• does the policy contain contact details for the safeguarding teams at Gloucestershire County Council</li> </ul>

		If any of these areas aren't covered in the policy, we'll ask you to address them as a condition of funding.
Previous and ongoing applications	Applicants can only have one 'live' application with Barnwood Trust at any time.	We check our online grants system to make sure you don't currently have a 'live' application.