

## 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.

<b>Subject</b>	<b>Why we check this</b>	<b>How we check it</b>
Aims of your organisation	We need to ensure that the work you're planning to do is in line both with Barnwood Trust's strategic outcomes and your organisation's stated aims.	We can check your 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 your organisation is a Community Interest Company (CIC) you must have at least three Directors who are not related to each other.

Specialist qualifications and training	If the work you want us to fund involves specialist skills, such as counselling, we need to know that the people who will be delivering this work are appropriately trained and qualified.	We'll ask for details of the qualifications held by your staff; the specialist training you provide for them; and about membership of the appropriate governing body, such as the British Association for Counselling and Psychotherapy (BACP).
Reserves policy and level of free reserves	If you have substantial free (unrestricted) reserves we might question whether you really need funding from us.	<p>If you're a charity, we check your reserves policy and level of free reserves in your Annual Report (on the Charity Commission website).</p> <p>If you're a CIC you'll need to tell us your reserves policy and the level of your free reserves.</p>
Income and expenditure	We need to know that your organisation is financially sustainable but not so wealthy that you don't need funding from us.	<p>We check your accounts on either the Charity Commission or Companies House website. If your accounts are not published we will need to see a copy of your two most recent accounts.</p> <p>If your most recent accounts are more than six months old, we will need to see management accounts that clearly illustrate your organisation's current financial position.</p> <p>For Unrestricted and Project Funding, we need evidence that your accounts have been either:</p> <ul style="list-style-type: none"> <li>a) independently audited; or</li> <li>b) if your organisation is exempt from audit, independently reviewed.</li> </ul>

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 include 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 within the last two years;</li> <li>• is there a designated person with overall responsibility for safeguarding;</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. Police, Social Services);</li> <li>• is there a procedure for managing any safeguarding allegations made against staff; and</li> <li>• does the policy include contact details for the safeguarding teams at Gloucestershire County Council.</li> </ul> <p>If any of these areas aren't covered in your policy, we'll ask you to address them as a condition of funding.</p>
Previous and ongoing applications	Applicants can only have one 'live' application with Barnwood Trust at any one time.	We check our online grants system to make sure you don't currently have a 'live' application (excluding our themed funding programmes such as the Digital Inclusion Fund or Short Breaks).