

## Due diligence requirements for Multi-year funding

As part of our application process, we carry out a due diligence check on every applicant to make sure you are eligible and suitable for our funding.

We need to check the following:

About your organisation

- That you are a not-for-profit organisation. Usually, this is a charity or a CIC
- What you are applying to do is in-line with the aims of your organisation and the Barnwood Trust
- There isn't a conflict of interest between you and staff/trustees of Barnwood Trust
- You have appropriate safeguarding measures in place
- Your registered address is in Gloucestershire, and if not that the work you will be funded to do will take place in Gloucestershire
- You have been incorporated for over two years and have filed your accounts with the Charity Commission, Companies House or other governing body
- You have the correct specialist training and qualifications of you are offering a specialist service (e.g. If you are providing counselling we will check the counsellors are qualified and registered with the BACP or similar)

About your finances

- You have a bank account in the name of the organisation
- Your accounts demonstrate financial readiness; for example, levels of income and expenditure do not vary significantly over the last two years, you are not reliant on one or two funding sources, and a budget is in place that supports the work proposed in the application

- Your accounts have been independently verified by an independent qualified person, or subject to a full audit if you are a charity with an income over £1million
- Your level of free reserves is in alignment with your own policy and sufficient to cover ongoing legal commitments. The level of free, unrestricted reserves should not be in excess of the most recent year's expenditure

#### About your Barnwood grant

- If you are applying for Unrestricted Funding that the organisation's objects are clearly focused on disability and/or mental health
- You don't have another live Funded Partner Programme award, and that you have completed the monitoring for any previous Barnwood Trust grant
- How much you are eligible to apply for. For Unrestricted Funding this is a maximum of £150,000 over 3 years. For Project: a maximum of £100,000 over 3 years. If your income is under £100,000, the award can only be a maximum of 3x 50% of your last year's revenue.

#### If you are a CIC we will also check

- You have at least three Directors who are not related to each other.

#### If you are applying with a fiscal sponsor we'll need to know

- That the fiscal sponsor has all of the above in place
- That there is a written agreement between you and the fiscal sponsor
- Please note, we will look at your organisation's annual income to not the fiscal sponsor's to confirm the level of funding you can apply for.

#### We will ask you to provide

- Your safeguarding policy
- A bank statement or bank header

We will use the Charity Commission, Companies House or other governing bodies' websites to look for information about your organisation and finances. We will let you know if we require any further information, such as management accounts.