Our checks on your information

We believe that people should be the lead in improving their communities and the lives of the people that live within them. We want to play our part in helping you achieve your ambitions. To do this we need to make sure that the grants we award go to organisations with the appropriate structures in place to make the most of the funding we have available. We will not award a grant or allow a current grant to continue if we identify a serious risk that funds will not be well managed.

This document covers the main information checks we undertake when you apply to us. Each funding programme also has its own set of requirements. You should read the guidance notes for the programme that you are applying to.

Forms and supporting documentation

All information that you provide should be accurate, up-to-date and consistent with other information you've given us or information which is in the public domain (e.g. regulatory bodies, your own website, your social media pages or other internet searches). Examples of concerns we may have:

- Financial information on your application form doesn't match that held by your regulatory body (Companies House, Charity Commission etc)
- The numbers or the names of the people on your committee or board don't match your supporting information or information in the public domain
- Your organisation start date doesn't correspond with your supporting information or information in the public domain.
- That your organisations policies have not been kept up to date and comply with appropriate legislation
- That you have supplied an appropriate referee to support your application- this contact must know your organisation, but not be connected and does not have a vested interest

Governing documents

Your governing documents (such as constitutions and memorandum and articles of association) must be up-to-date, correct, properly signed and, where appropriate, in line with the requirements of your regulatory body.

Examples of concerns we may have:

- The details of your organisation name, legal status, number of trustees/directors required, powers of your organisation in relation to your project etc, do not match information you've given us in other documents.
- The details do not match other information in the public domain.

- Other information suggests that you do not follow your own governance requirements, for example, your financial policies, frequency of meetings.

Your history with us

We will review how your organisation has managed any previous grants from us and also any previous applications that we have received.

Examples of concerns we may have:

- Your organisation has not previously complied with the terms and conditions of a grant or did not respond to our requests in a reasonable or timely manner
- We are still attempting to resolve a potential breach of the terms and conditions on a current grant.

Accounts

We will check the information in your accounts to ensure that it's consistent with other details you've given us. We may also look at your accounts that are accessible through regulatory bodies. Examples of concerns we may have:

- You have provided incorrect accounting year information on your application form
- The financial information you've provided doesn't match details elsewhere
- The level of review undertaken before accounts are signed off (for example, independent examination or audit) doesn't meet the requirements of your governing document.
- The accounts are not prepared in line with any legal or regulatory requirements.

Bank statements

Any bank statements that we ask for should show your organisational name and address. These must be consistent with the details you've provided in any completed form or the information that's held elsewhere in the public domain. Your bank statement should show that your account is being managed in line with your own financial procedures and our programme requirements.

Signatories

The people named as contacts on the application form (and any other form) should be fully aware of the application and the project. Their full legal names as shown on identification documentation should be included (such as passports, immigration documents, driving licences) not alternate names that they may be known by. If written signatures are included, these should match that person's signature on other legal documents.

Examples of concerns we may have:

- The details of the people named are different in other information you've given.
- The details of the people named do not match other publicly accessible information, for example, Companies House and/or Charity Commission.
- Either of the named contacts knows very little about the project.

Should your organisation need any further support around governance/policies or general help around funding applications it would be advisable to contact your local CVS (Community Voluntary Service) for advice. You can visit your local branch website here (Bedfordshire): http://www.cvsbeds.org.uk/