

THE BUSINESS



ADVOCACY FUND

Supporting Private Public Dialogue

Organisation name	For office use
Project name	

Due diligence checklist

I certify that I have undertaken due diligence checks in accordance with the checklist overleaf and believe that the answers and notes are a fair representation of the position of this applicant

Signed by duly authorised person	Date
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		Yes/ No	Notes
Organisation	Does the organisation have a written constitution (which confirms the organisation's not for profit status)?		
	Does the organisation hold elections for its management committee (and how often)?		
	Does the organisation have a values statement clearly setting out the way that they aim to behave (and that is consistent with the aims of the Business Advocacy Fund)?		
	Does the organisation have a bank account?		
	Will the organisation be directly responsible for implementing the project?		
Financial	Does the organisation prepare an annual report and accounts (and what was the date of the most recent)?		
	Are the accounts audited?		
	Is the organisation solvent?		
	What are the sources of the organisation's income?		
	Is there evidence of effective financial control (eg, monthly management accounts, evidence of corrective action, etc)?		
	Has the organisation applied to other sources of finance for this proposal (and with what outcome)?		
	Is the organisation seeking to "double fund" the proposal?		
Legal	Has the organisation ever been sued or involved in any other litigation?		
	Has the organisation fulfilled all its legal obligations, including tax, social security, etc?		
	Are there any conflicts of interest?		
Physical	Does the organisation have premises (and are they adequate)?		
	Does the organisation employ staff (and how many)?		
	Is there evidence that the staff hold the academic and other qualifications described in the proposal?		