**Due Diligence Questionnaire**

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| 1. **Organisation Structure**
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| Organisation name |  |
| Legal Form |  |
| Registration no. |  |
| Date of Incorporation |  |
| Charity no. |  |
| Registered Address |  |
| Charity’s Objects |  |
| References | *Please provide contact details for two independent referees, e.g. reputable donors who we can contact for a reference.* |
| Please provide the requested documents | * *Articles of Incorporation, by-laws and/or other incorporation documents, including Companies House (or equivalent) certificate of incorporation.*
* *Certificate from Charity Commission (or equivalent body) confirming Charity Status.*
* *Information on key staff/trustees*
* *Details of any awards/recognition achieved by the organisation within the last 2 years.*
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| 1. **Finance**
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| Name and contact details of your accountant/auditor |  |
| Have your auditors issued an adverse/qualified opinion in the last five years? |  |
| Please provide the requested documents | -*Three most recent annual reports and audited financial statements. Please provide evidence that your income is not dependent on a restricted number of donors – unless this is clear from the annual report.**-* *Auditor's report for the last three years.* *- Reserves policy**- Counter-terrorist financing policy (or equivalent)**- Organisation chart**- Proof of bank details* |
| Please provide details of any significant changes to the financial health of your organisation since the last accounts were produced |  |
| 1. **Results and impact**
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| *Please provide the requested documents* | *- Methodology for monitoring progress and impact**- Reporting guidelines for impact measurement* |
| 1. **General**
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| Please provide details of any significant litigation that your organisation has been involved in during the last three years. |  |
| Please provide details of any projects that have been aborted/cancelled during the last three years and a brief explanation. |  |
| Please provide details of any Charity Commission (or similar) investigations involving your organisation during the past 3 years. |  |
| Please provide a copy of your safeguarding policy and outline steps taken to ensure compliance therewith. |  |
| If appropriate, please outline what steps you take to ensure that your implementing partners safeguard project beneficiaries. |  |
| Please provide details of any major safeguarding issues that may have arisen within your organisation during the past 3 years. |  |
| Please provide the requested documents | *- Risk Management Policy* *- Anti-fraud/corruption/bribery policy* |