**Due Diligence Questionnaire**

|  |  |
| --- | --- |
| 1. **Organisation Structure** | |
| 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.* |
| 1. **Finance** | |
| 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** | |
| *Please provide the requested documents* | *- Methodology for monitoring progress and impact*  *- Reporting guidelines for impact measurement* |
| 1. **General** | |
| 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* |