**Due Diligence Questionnaire**

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| **1 Organisation** |  |
| **1.1 Organisation Structure** |  |
| *Organisation name:* |  |
| *Legal Form:* |  |
| *Registration no:* |  |
| *Date of Incorporation:* |  |
| *Charity no:* |  |
| *Registered Address:* |  |
| *Objects:* |  |
| *References: [please provide contact details for two independent referees, e.g. reputable donors] who we can contact for a reference letter* |  |
| *Please provide the requested documents* | - Articles of Incorporation, by-laws and/or other incorporation documents, including confirmation of registration with the Charity Commission (or equivalent body) etc.  - Certificate from HMRC/Charity Commission (or equivalent body) confirming Charity Status (as appropriate).  - Information on key staff/trustees  - Details of any awards/recognition achieved by the organisation within the last 2 years. |
| **1.2 Financial** |  |
| *Name and contact details of your accountant/auditor* |  |
| *Please confirm that your auditors* *have not issued a qualified or adverse opinion in relation to your accounts during the last five years.* |  |
| *Please provide the requested documents* | -*Three most recent annual reports and audited financial statements*  *-* *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.* |  |
| **1.3 Results and impact** |  |
| *Please provide the requested documents* | - Methodology for monitoring progress and impact  - Reporting guidelines for impact measurement |
| **1.4 General** |  |
| *Please provide details of any significant litigation involving your organisation during the last three years (excluding employee disputes).* |  |
| *2. Please provide details of any projects that have been aborted/cancelled during the last three years and a brief explanation?* |  |
| *3. Please provide details of any Charity Commission (or similar) investigations involving your organisation during the past 3 years.* |  |
| *4. Please provide a copy of your safeguarding policy and outline steps taken to ensure compliance therewith.* |  |
| *5. 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 |