

Due Diligence Checklist

Programme grants – September 2020



Note 1: London Youth reserves the right to seek further evidence of the grantees' capacity to safely and successfully deliver the agreed programme either prior to delivery commencing or via quarterly spot checks.

SECTION 1: ORGANISATION INFORMATION

Organisation name (or trading name):	
Registered organisation name (if different to above):	
Contact name:	
Charity Registration Number (if applicable) *:	
Number of Trustees:	
Number of signatories required to issue a cheque:	
Date last Annual Accounts filed at Companies House:	

***Note 2:** if your organisation is not registered with the Charity Commission and/or Companies House, please provide a copy of your governing document or constitution.

SECTION 2: DOCUMENTS REQUIRED

Please attach a copy of the organisations:

1. Safeguarding policy
2. Most recent bank statement*
3. Public Liability Insurance*

***Note 3:** The account details on this bank statement will be used to make payments from London Youth, please ensure the business address is clearly displayed

***Note 4:** Please ensure you are covered for a minimum of £2 million

We need to see the documents identified in section 2, so please return them by email along with this form.

SECTION 3: POLICIES CONFIRMED

Please confirm the organisation have the following in place (please tick):

- ☐ Health & Safety policy
- ☐ GDPR/Data Protection policy
- ☐ Equal opportunities policy

We are asking you to confirm the organisation have the policies in section 3, but we do not need to see a copy.

SECTION 4: STAFF AND VOLUNTEERS

Do all staff and volunteers working directly with young people have an enhanced DBS check?	Yes/No
How often are DBS checks repeated?	
How often do staff working directly with young people do safeguarding training?	