**UK Community Renewal Fund Due Diligence**

N.B. Private sector, charitable and voluntary organisations applicants only

**Part 1: Mandatory Exclusion Grounds**

Please answer the following self-declaration questions in full. Note that every organisation that is being relied on to meet the selection must complete and submit this Part. Please Note: **The authority reserves the right to use its discretion to exclude/FAIL a potential applicant altogether from the process given the answers to the questions below**: -

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| **No.** | **Question** | **Response** |
| 1.1(a) | Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted or are currently being processed where a conviction may be administered anywhere in the world of any of the offences within the summary below. | |
| Participation in a criminal organisation | Yes  No  If Yes please provide details at 2.1(b) |
| Corruption | Yes  No  If Yes please provide details at 2.1(b) |
| Fraud. | Yes  No  If Yes please provide details at 2.1(b) |
| Terrorist offences or offences linked to terrorist activities | Yes  No  If Yes please provide details at 2.1(b) |
| Money laundering or terrorist financing | Yes  No  If Yes please provide details at 2.1(b) |
| Child labour and other forms of trafficking in human beings | Yes  No  If Yes please provide details at 2.1(b) |
| 1.1(b) | If you have answered yes to question 1.1(a), please provide further details. (called ‘self-cleaning’).  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 1.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning) | Yes ☐  No ☐ |
| 1.3(a) | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 1.3(b) | If you have answered yes to question 1.3(a), please provide further details. Please also confirm you have paid or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

**Part 2: Economic and Financial Standing Questions**

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| **No.** | **Question** | **Response** |
| 2.1 | Are you able to provide a copy of your audited accounts for the last two years, **if requested?**  If no, can you provide **one** of the following: answer with Y/N in the relevant box. | Yes  No |
| (a) **If requested,** a statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet / Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes  No |
| (b) **If requested,** a statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes  No |
| (c) **If requested,** alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes  No |

Financial checks will also be undertaken for providers using Experian (www.experian.co.uk) and, from time-to-time, other financial appraisal system organisations. Providers will be initially assessed according to the level of risk stipulated by the financial assessors used. Additional information will be requested if required.

**YOUR SUBMISSION MAY BE REJECTED WHERE THE AUTHORITY DEEM YOUR FINANCIAL STANDING TO BE INAPPROPRIATE**

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| **No.** | **Question** | **Response** |
| 2.2 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: -   * £5 million Employers (Compulsory) Liability Insurance is required in respect of each and every claim. * £5 million Public Liability Insurance is required in respect of each and every claim. * £2 million Professional Indemnity Insurance is required in respect of each and every claim.   **Note:** It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to sole traders. | Yes  No |

**YOUR SUBMISSION MAY BE REJECTED WHERE YOU DO NOT AGREE TO THESE MINIMUM REQUIREMENTS**