

DOCUMENT CHECKLIST

**FOR INNOVATE & CULTIVATE AND AMEY APPLICATIONS
MUST BE SUBMITTED WITH APPLICATION**

A governing document specific to your organisation that:

Is signed by a member of your management committee

Confirms you're operating not-for-profit

Contains a dissolution clause outlining that assets will be distributed to charitable organisations with similar aims and objectives should your organisation cease to operate

An equality policy that:

Is signed by a member of your management committee

Is recently reviewed and dated and includes a future review date

Lists the nine protected characteristics (please Google these)

Mentions most recent Equality legislation (for England this will be the Equality Act 2010)

A safeguarding policy for adults and/or children that:

Is signed by a member of your management committee

Is recently reviewed and dated and includes a future review date

Refers to "adults at risk", and not "vulnerable adults"

Mentions most recent Safeguarding legislation (for England this will be the Care Act 2014)

Includes a named Designated Safeguarding Lead (for Child Safeguarding)

References DBS checks (not CRB) for staff and volunteers if required

Accounts for the past year, or an Income and Expenditure document if organisation is less than a year old

A recent bank statement or paying-in slip (to verify organisation's bank details should your application be successful)

Names and addresses of three independent management committee members, with at least two cheque signatories identified. All management committee members and signatories must be unrelated and live at different addresses.