Document checklist

For applications to the Cultivate Cambs fund and Thalia WB Community Fund

These must be submitted with the application, unless we have received them with a previous application and there have been no significant changes to the document(s) since then.

○ **A governing document specific to your organisation that:**

  ○ Confirms that you are operating not for profit

  ○ Is signed by a member of your management committee

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

○ **Accounts for the past year OR, if the organisation is less than a year old, an income and expenditure document.**

○ **A recent bank statement or paying-in slip to verify the 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.**

○ **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 (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation)

- ○ Mentions the 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 the 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