**Sutton Physical Activity Fund Application Checklist**

It is important that you work through this checklist before you start completing the Sutton Physical Activity Fund application form. This checklist has been designed to help you decide if the Sutton Physical Activity Fund is right for your organisation, before you submit an application.

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| **Part One:**You must be able to answer ‘**yes**’ to all questions in part one in order to apply. |
| Question | Yes/No |
| Is your group a voluntary or community organisation (including if you are a registered charity or company)? |  |
| Is your group a corporate body, or does it have a formal constitution if not incorporated? |  |
| Does your group or organisation already provide quantifiable benefit in Sutton, and/or have established links with Sutton? |  |
| Does your group have its own bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)?  |  |
| Is the bank account in the name of the organisation making the application? |  |
| Does your organisation have at least three people on their governing board or body? |  |
| **Part Two:**You must be able to answer ‘**yes**’ to all questions in part two in order to apply. |
| Does your organisation have a Safeguarding policy (if working with children and/or vulnerable adults)? |  |
| Does your organisation have an Equality and Diversity policy? |  |
| Does your organisation have a Health and Safety policy and risk assessments in place covering staff, volunteers and service users? |  |
| Does your organisation have Public Liability Insurance in place? |  |
| Is your organisation GDPR compliant? |  |
| **Part Three:**You must be able to answer ‘**no**’ to all questions in part three in order to apply. |
| Has any director or any other person having control or representation of the organisation been convicted of any of the following offences:* Conspiracy
* Corruption
* Bribery
* Fraud
* Money Laundering
* Insolvency
* Failure to pay taxes
* Grave misconduct
* Offences in the course of business (e.g. health and safety failures)
* Serious misrepresentation in the provision of information required in a grants or services application process.
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