



A guide to our checks on your information

Previously known as the Good Governance Guide

We believe that people should be in the lead in improving their communities and the lives of the people that live within them. We want to play our part in helping you achieve your ambitions.

To do this we need to make sure that the grants we award go to organisations with the appropriate structures in place to make the most of the funding we have available. We will not award a grant or allow a current grant to continue if we identify a serious risk that public funds will not be well managed.

This document covers the main information checks we undertake when you apply to us. We also conduct anti-fraud and person identity checks. For more information about these checks, read our **Guide to Risk Analysis**.

Each funding programme also has its own set of requirements. You should read the guidance notes for the programme that you are applying to. These are available on our website through biglotteryfund.org.uk

Forms and supporting documentation

All information that you provide should be accurate, up-to-date and consistent with other information you've given us or information which is in the public domain (e.g. regulatory bodies, your own website, your social media pages or other internet searches).

Examples of concerns we may have:

- Financial information on your application form doesn't match that held by your regulatory body (Companies House, Charity Commission etc)
- The numbers or the names of the people on your committee or board don't match your supporting information or information in the public domain
- Your organisation start date doesn't correspond with your supporting information or information in the public domain.

Governing documents

Your governing documents (such as constitutions and memorandum and articles of association) must be up-to-date, correct, properly signed and, where appropriate, in line with the requirements of your regulatory body.

Examples of concerns we may have:

- The details of your organisation name, legal status, number of trustees/directors required, powers of your organisation in relation to your project etc, do not match information you've given us in other documents.
- The details do not match other information in the public domain
- Other information suggests that you do not follow your own governance requirements, for example, your financial policies, frequency of meetings.

Organisation address

The address of your organisation in your application form and in any other documentation must be your organisation's current registered address. We will only accept the home address of a trustee or main contact if your organisation doesn't have an office.

Your history with us

We will review how your organisation has managed any previous grants from us and also any previous applications that we have received.

Examples of concerns we may have:

- Your organisation has not previously complied with the terms and conditions of a grant or did not respond to our requests in a reasonable or timely manner
- We are still attempting to resolve a potential breach of the terms and conditions on a current grant.

People working for your organisation

We may identify concerns about a person named as a contact or who has a position within your organisation. These concerns may be raised by our history with your organisation, the individual's involvement with other organisations of concern or through information about them in the public domain.

Owing to restrictions under the Data Protection Act, we may not be able to give you any information on these concerns or try to resolve them.

We also carry out identity checks. For more information on these checks, please see our **Guide to Risk Analysis**.

Trustees and management teams

We will check information that you've given us with that held by any regulatory body that you are connected to.

Before applying, make sure that all information with regulatory bodies is correct and up-to-date. If you are connected to more than one regulatory body, the details must match across all. This includes organisational details, numbers of trustees/directors, names, addresses and any other personal information.

Accounts

If we ask for them, we will check the information in your accounts to ensure that it's consistent with other details you've given us. We may also look at your accounts that are accessible through regulatory bodies.

Examples of concerns we may have:

- You have provided incorrect accounting year information on your application form
- The financial information you've provided doesn't match details elsewhere
- The level of review undertaken before accounts are signed off (for example, independent examination or audit) doesn't meet the requirements of your governing document
- The accounts are not prepared in line with any legal or regulatory requirements.

Bank statements

Any bank statements that we ask for should show your organisational name and address. These must be consistent with the details you've provided in any completed form or the information that's held elsewhere in the public domain.

Your bank statement should show that your account is being managed in line with your own financial procedures and our programme requirements.

Signatories

The people named as contacts on the application form (and any other form) should be fully aware of the application and the project. Their full legal names as shown on identification documentation should be included (such as passports, immigration documents, driving licences) not alternate names that they may be known by. If written signatures are included,

these should match that person's signature on other legal documents.

Examples of concerns we may have:

- The details of the people named are different in other information you've given
- The details of the people named do not match other publicly accessible information, for example, Companies House and/or Charity Commission
- Either of the named contacts knows very little about the project
- Signatures do not resemble those on other documents.

Third party involvement

All applications must be the work of the organisation seeking grant funding but we accept you may receive advice and support from others.

Examples of concerns we may have:

- We identify that the applicant organisation is not aware of the application or not aware of the project.
- Your application form is substantially similar to others we have received.

What happens if we identify concerns?

If we have any concerns, we may contact you to try and resolve them but if we reject your application based on these checks, our decision letter will set out our concerns.

If we can't give you specific advice we will tell you in general terms the areas that you need to review. Providing more information may reduce the effectiveness of the checks that we carry out.

Please be aware that:

- 1 We will give you as much information as we can with our decision
- 2 We will not change our decision if it is based on information you gave us or is in the public domain
- 3 If you feel that our feedback is incorrect, you may ask us to reconsider our position. Please contact the named person in the decision letter
- 4 You may not appeal simply because you disagree with our decision.

If you are a grant holder, we will tell you our concerns and advise you how to address them.

Can you reapply?

Yes you can, though you should consider our reasons for not accepting your application on this occasion.

Remember:

- Our decision is unlikely to be different if you have not made any changes
- The feedback may not have identified all our concerns. It is your responsibility to review your governance arrangements with the guidance before you re-apply
- Our programmes may only be open for a limited period.

What should I do if I have any questions?

Our decision letter will have details of who to contact at the Fund. Please contact the named person if you have any questions about our decision.

If you have any questions about this document, please email our Information Request team at customer.services@biglotteryfund.org.uk or call our advice team on 0345 4 10 20 30.