

	Document	Requirements	Why we ask for this	Dated / Age	Applicable to
1	Governing document	<ul style="list-style-type: none"> At least 3 unrelated trustees or directors, living at different addresses Aims and objectives that match with project or activity that funding is being requested for Dissolution/winding-up – assets must go to a similar organisation, and not shared between members/shareholders For CICs, Articles of Association should contain a named Asset Lock 	<p>We check your governing document, constitution or articles of association to make sure that your organisation is eligible for funding, and that your planned project is in line with your organisations' aims and objectives.</p> <p>For organisations registered at Companies House, we'll check their website to make sure there are no 'Persons with Significant Control' listed for your company. If there is, we'll need to discuss this with you.</p>	N/a unless document is updated	Everyone
2	Annual accounts	<ul style="list-style-type: none"> Profit & Loss (income statement, income & expenditure) Note: If you submit 'micro accounts' which don't include a profit and loss, you'll need to send us a profit and loss separately which covers the same period. Balance sheet (statement of financial position) Solvent Unrestricted reserves usually less than 12 months operating costs (contact us to discuss if this isn't the case) 	<p>We need to be sure that your organisation is not in financial difficulties that could put any money we award at risk and jeopardise your ability to deliver the planned project.</p> <p>On the other hand, if your unrestricted reserves are more than 12 months operating costs, we'd want to discuss with you the reason why you're seeking additional funding for this project.</p>	Last published accounts for financial year	Everyone

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3 Management accounts	<ul style="list-style-type: none"> Covering period between last set of accounts to now Full breakdown of income, expenditure and reserves and expected cashflow for remainder of current financial year 	Where the last set of published accounts are older than 6 months, we ask for recent management reports to assess whether any significant changes have taken place, or are expected to take place, in the current financial year	Within last 1 month	If Annual Accounts are older than 6 months
4 Bank statement - redacted (or paying-in slip) Example	<ul style="list-style-type: none"> Sort-code and account number shown must match the details entered in this application Full address must be shown Name and address shown matches registered company/charity details and those entered in this application 	<p>As a standard measure to reduce the risk of fraud, we use this to verify your organisation's address and bank details.</p> <p>Please redact any financial and transactional information on the bank statement, we are only interested in the 'top' of the document with name, address, account details.</p>	Within last 3 months	Everyone
5 Safeguarding Adults at Risk policy & procedures	<ul style="list-style-type: none"> Adult at Risk correctly defined References to relevant legislation Designated Safeguarding Lead(s) (DSL) contact name(s), telephone number(s) and email address(es) Types of abuse Signs of abuse How to report concerns Procedures reference MASH consultation line Safer recruitment practices/policy Staff and volunteer training Dates of last review & next review 	<p>As a key governance priority, we need to be sure that organisations we fund have clear and effective safeguarding practices in place.</p> <p>All organisations, not just those working directly with children and/or adults at risk of harm, need a safeguarding policy and safeguarding procedures in place which also cover staff, volunteers and beneficiaries.</p> <p>Flowcharts are helpful and recommended for detailing reporting procedures.</p> <p>Your policy should be publicly available for people to find and read easily.</p>	Within last 12 months	Everyone (can be combined Adults and Child policy)

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6 Safeguarding Children policy & procedures	<ul style="list-style-type: none"> • Child correctly defined • References to relevant legislation • Designated Safeguarding Lead(s) (DSL) contact name(s), telephone number(s) and email address(es) • Types of abuse • Signs of abuse • How to report concerns • Procedures reference MASH consultation line and LADO • Safer recruitment practices/policy • Staff and volunteer training • Dates of last review & next review 	As above	Within last 12 months	Everyone (can be combined Adults and Child policy)
7 Equality, Diversity and Inclusion policy	<ul style="list-style-type: none"> • Your mission or commitment to build an inclusive, diverse and equitable organisation free of discrimination, harassment and bullying • Actions and initiatives to achieve this • List the 9 protected characteristics • Definitions/explanations of the types of discrimination • How to report concerns - for the public and staff/volunteers • Staff and volunteer recruitment practices/policy • Staff and volunteer training 	<p>Some projects will target particular groups of people, for example youth groups and day care centres – this is fine. However, we expect our grants to benefit everyone in your community who wants to use the services or activities you provide. An Equality, Diversity & Inclusion policy will show us that your organisation is inclusive and treats everyone fairly.</p> <p>An organisation might not be fully inclusive and diverse (for example, churches or other religious buildings), but the project can be (for example, a mother and toddler group).</p>	Within last 3 years (and not overdue for review)	Everyone

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8	Public Liability insurance certificate	<ul style="list-style-type: none"> Minimum cover of £10m 	<p>We need to make sure that the beneficiaries of your award are protected if something goes wrong while you're delivering your project.</p> <p>If your cover is inherited from a parent organisation, or from the venue(s) you use, we'll need to see full details of this.</p>	<p>Within last 12 months</p>	Everyone
9	Employers Liability insurance certificate	<ul style="list-style-type: none"> Minimum cover of £10m 	<p>This is a standard level of cover that any organisation with staff and/or volunteers needs to have.</p> <p>If your cover is inherited from a parent organisation, we'll need to see full details of this.</p>	<p>Within last 12 months</p>	Everyone
10	Your organisation's logo	<ul style="list-style-type: none"> Jpeg or Png format Minimum 300 dpi resolution (print quality) 	<p>Suffolk Community Foundation and Sizewell C may use your logo to publicise successful grant awards online, on social media and in print</p>	-	Everyone
11	Project budget	<p>Download the template from our website</p> <p>Our template uses formulas to ensure your budget adds up – please do not edit these.</p>	<p>We want to see that your project is adequately costed, shows value for money and that all costs have been included. We'll also ask you to send us quotes for any capital purchases you're planning.</p>	-	Everyone

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12 Quotes (for capital items)	<ul style="list-style-type: none"> The number of quotes we require depends on the type and value of the goods/services you are seeking to purchase – please refer to our Capital Assets guidance for details Where we ask for ‘comparable quotes’ these need to be for the same item/model or specification (comparing like-for-like). <ul style="list-style-type: none"> For example, if looking to purchase a laptop then we’ll ask for screenshots or quotes from retailers for the exact same make, model and specification of laptop. 	<p>Please don’t base your budgeted costs on sale prices as these deals may not be available by the time a grant award is paid. Instead, use standard (non-sale) prices on your budget.</p> <p>You don’t have to necessarily select the cheapest price as your preferred supplier/option – but if your choice is not the cheapest then please include an explanation in your budget/application to let us know why this is.</p> <p>If you will have difficulty in providing the number of quotes we require, please contact us to discuss this further.</p>	Current and/or obtained within last 3 months	For all capital purchases, builds or improvement works
13 Project timeline	Download the template from our website	A timeline helps show how your project will unfold, making it easier for us to see what’s happening when and how well things are planned.	-	Everyone (unless included in a separate business plan)

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14 Business plan	<ul style="list-style-type: none"> Detailed rationale – demonstrating understanding of local community and their needs Research and engagement / consultation information Risk management (including SWOT) Project timeline Plan for operational delivery – including activities, income forecast, maintenance and repairs Financial management Impact (outcomes, indicators of success) 	A Business Plan helps us understand how your project will be delivered, managed, and sustained. It shows us that you've thought through the practical steps, resources, and risks involved, and that your project is financially viable.	Up to date	For capital projects where the total project cost is over £100,000
15 Planning permission or building consent	<ul style="list-style-type: none"> If you're seeking to undertake building or renovation works, we'll see need to see that any required permissions or consents from the relevant authorities have been obtained If you're making improvements to a church building, we'll need to see proof that your faculty has been granted 	<p>We need to know that the right permissions are in place so the work can go ahead as planned.</p> <p>If you've not yet obtained planning permission, please speak to us before submitting an application to the Community Fund</p>	Current (not expired)	Capital projects requiring permissions or consent

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16 Leases, licences or proof of ownership for premises and/or land	<ul style="list-style-type: none"> Showing you are responsible for making, or have the right to make, the changes you're planning 	<p>If your project involves land or buildings, we need to know you have both the right to make changes and the responsibility for doing so.</p> <p>This is to ensure that we don't fund improvements to property you don't control.</p>	Current (not expired)	Projects making changes to buildings or land
17 Breakdown of survey or consultation responses (anonymised)	<ul style="list-style-type: none"> This could be a report showing a breakdown of the responses, or the 'raw data' in a spreadsheet A list of the questions asked (and multiple choice options, if used) A breakdown of the responses (if you've used questions with pre-defined choices, then please provide a tally for these) Details of any 'free text' comments provided in responses Demographic information about the respondents if possible (e.g. age, gender, town/village location) 	A breakdown of responses helps us see who you've engaged with, what questions you asked, and how people responded—so we can understand the scope of your consultation and how well your project reflects local needs and views	-	If you've used a survey or consultation exercise to demonstrate need and want in the community
18 Evidence of additional funding (on request)	<ul style="list-style-type: none"> If you've secured additional funding, please provide evidence of this – such as an award confirmation or offer letter/email 	This helps us see whether there are any conditions to the funding you've secured, or if there are any deadlines we need to be aware of		Our team will contact you if this is required