

# Due diligence guidelines for microgrants

**The below risk assessment and checklist have been designed to support the assessment and due diligence checks for microgrant applications before any final decisions are communicated.**

These headings should be used as prompts to help guide discussion with Steering Group/ Panel members when reviewing applications and notes can be recorded in the tables. Please note that this should be a living document that is updated throughout the process in light of changing circumstances or emerging information.

**Applicant/organisation name:**

**Date:**

## Risk assessment

In this section please include which sources and resources you have used, and a brief justification of how you have come to your conclusions for level of risk.

	Low risk	Moderate risk	High risk
<p><b>Values and ethics</b> Are the values and ethics of the organisation aligned with our value?</p> <p><b>Resources</b> Organisation's website and social media</p>			
<p><b>Nature of relationship</b> Is the value exchange proportionate and within our capacity to manage this partnership?</p> <p><b>Resources</b> Grant application</p>			

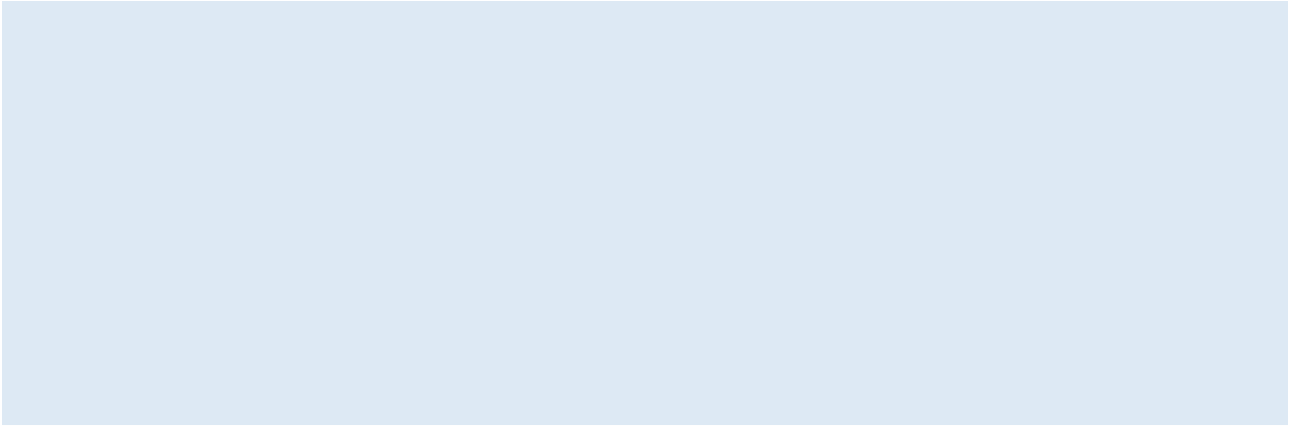
## Risk assessment *continued*

	Low risk	Moderate risk	High risk
<p><b>Financial</b> Does the organisation have the necessary registration (e.g. charity number) plus up to date reports and accounts available?</p> <p><b>Resources</b> Charity commission website and organisation's website</p>			
<p><b>Reputational</b> Are there any negative perceptions of the organisation from the general public that need to be taken into account?</p> <p><b>Resources</b> Social media and google search</p>			

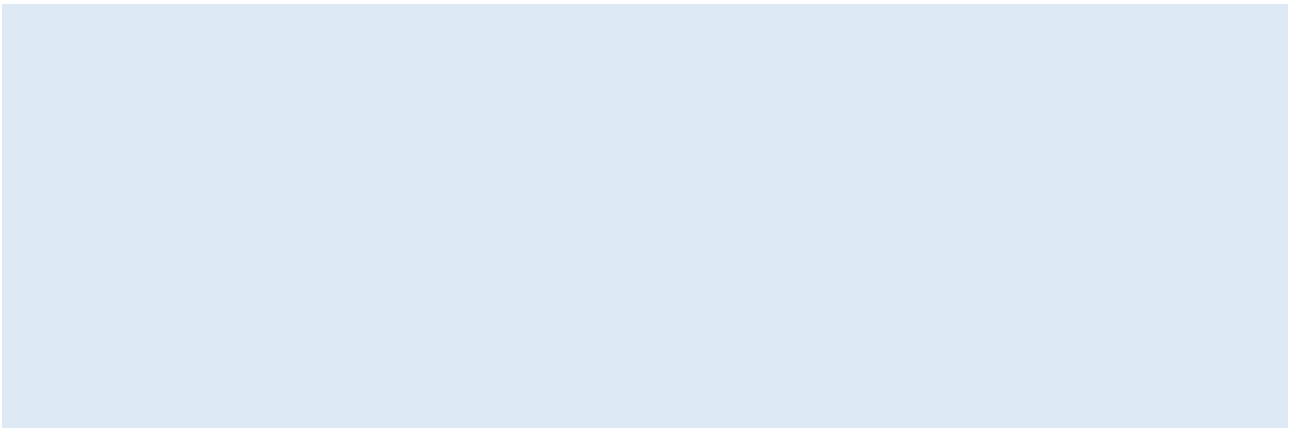
## Checklist

	Yes	No	Other notes
Do they pose an acceptable low to moderate level of risk to us according to the risk assessment?			
Does the organisation achieve each of the specified criteria stated in the grant application?			
Is the amount specified in the application and the breakdown of costs reasonable for the proposed project?			
Do the proposed cost, timescale and project aims/outcomes appear feasible?			

### Any further information required from applicant:



### Decision outcome:



### Next steps

- If the risk assessment and checklist are able to provide a clear outcome from the Steering Group/Panel members, this can now be communicated to the applicant and (if successful) a written agreement signed by both parties.
- If areas of the risk assessment and checklist have highlighted missing information, further questions can be asked from the applicant before a final decision is made.