

SECTION 1: ORGANISATION INFORMATION

Organisation name (or trading name):	
Registered organisation name (if different to above):	
Contact name:	
Charity Registration Number (if applicable) *:	
Number of Trustees:	
Number of signatories required to issue a cheque:	
Date last Annual Accounts filed at Companies House:	

***Note 1:** if your organisation is not registered with the Charity Commission and/or Companies House, please provide a copy of your governing document or constitution.

SECTION 2: DOCUMENTS REQUIRED

Please attach a copy of the organisations:

1. Safeguarding policy
2. Most recent bank statement*
3. Public Liability Insurance*
4. Employers Liability Insurance*

***Note2:** The account details on this bank statement will be used to make payments from London Youth, please ensure the business address is clearly displayed and dated within last three months

***Note 3:** Please ensure Insurance cover is a minimum of £2 million for Public Liability and minimum of £5 million for Employers Insurance (incorporating volunteers and Trustees)

We need to see all the documents identified in section 2. Please upload them to Community Links Bromley's online portal, which you can [access here](#)

SECTION 3: POLICIES CONFIRMED

Please confirm the organisation have the following in place (please tick):

- Health & Safety policy
- GDPR/Data Protection policy
- Equal opportunities policy

We are asking you to confirm the organisation has the policies in section 3, but we do not need to see a copy.

SECTION 4: STAFF AND VOLUNTEERS

<p>Your organisation ensures that all staff and volunteers who work directly with children and young people receive an Enhanced DBS Check including a check on the Children's Barred List.</p> <p>If such checks are not already in place, you will ensure that these checks are undertaken within three months of the grant award. You are permitted to use this grant funding to help support those applications being made where fees must be incurred.</p>	Yes/No
How often do staff working directly with young people undertake safeguarding training?	
Do you repeat DBS checks? If so, how often do you do this?	