

CAF RESILIENCE FUND

SUPPORTING INFORMATION REQUIRED

Different supporting information is required depending on the type of your organisation.

So that you can begin to prepare the correct information, we have indicated whether you **must** provide it (for due diligence purposes) or you **could** provide it (to strengthen your request for support).

- A. Organisations registered with the Charity Commission, or organisations registered with HMRC as an exempt charity (eg CASC)
- B. All other non-regulated organisations: Community Benefit Society, Community Interest Company, Co-operative Society, Credit Union, Social Enterprise, Company Limited by Guarantee, Company Limited by Shares, Unincorporated Association, Other organisations carrying out a charitable purpose

A: Registered charities and organisations registered with HMRC as an exempt charity (eg CASC)

You **must** upload the following documents:

- **Proof of your organisation's bank account:** a transactional bank statement is required, dated on or after 31st August 2020. Please ensure that it shows your organisation's name, bank name, sort code and account number, as well as at least 2 transactions.
- Scanned originals, downloaded bank statements, full page photos of an original or a screenshot of the online banking statement screen (which must show the account name, sort code, account number and website address bar) are acceptable. Please make sure all information is clearly legible.

Optionally, you **could** upload the following documents, to aid our assessment of your application.

- A **copy of your latest quarterly management accounts**, if available.
- A **copy of your cash flow forecast** for 1st October 2020 – 31st March 2021

All documents **must** be uploaded in PDF format only.

B: Other non-regulated organisations (see list above)

If you are **not** registered with the Charity Commission or with HMRC as an exempt charity (eg CASC), then you **must** upload the following documents:

- **Proof of your organisation's bank account:** a transactional bank statement is required, dated on or after 31st August 2020. Please ensure that it shows your organisation's name, bank name, sort code and account number, as well as at least 2 transactions. Scanned originals, downloaded bank statements, full page photos

of an original or a screenshot of the online banking statement screen (which must show the account name, sort code, account number and website address bar) are acceptable. Please make sure all information is clearly legible.

- **Governing document:** this is likely to be your Memorandum and Articles of Association, Constitution, Articles of Incorporation, Byelaws, Statutes or Trust Deed. It must include a charitable dissolution clause.
- **Annual accounts:** this should be your most recent set of reported annual accounts.

All documents must be uploaded in PDF format only.

In addition, as part of the application form, you **must** provide full details of all the directors/Trustees or controllers of your organisation. This information will be used purely to check against other publicly available information as part of our due diligence process.

- full name
- date of birth
- country of residence

Optionally, you **could** upload the following documents, to aid our assessment of your application.

- A **copy of your latest quarterly management accounts**, if available.
- A **copy of your cash flow forecast** for 1st October 2020 – 31st March 2021

All documents **must** be uploaded in PDF format only.