



Pre-Application Self-Assessment Checklist

To be eligible for an SDF grant, you'll need to be able to answer a firm **YES** to all the questions below. If you are unsure or need to answer **NO** to any of them, **please speak to us – we would much rather hear from you than you give up on an application – we are here to help!**

	FOR ALL APPLICANTS	Y / N
A	<p>We are based in Bannau Brycheiniog (Brecon Beacons) National Park or just outside the boundary.</p> <p><i>See map of the National Park below</i></p>	
B	<p>We welcome anyone and everyone who wants to join our organisation, take part in activities we run or use our services.</p> <p><i>For community groups: This is made clear in our constitution and equal opportunities policies and the way that we work.</i></p> <p><i>Anyone who wants to take part in your organisation, group or activity, or use your services should be welcome to do so, unless there are clear reasons why this isn't possible (e.g. the activity is exclusively for women, young people, or older people). If there are any restrictions at all, you should explain why.</i></p>	
C	<p>We keep financial records and produce annual accounts (in line with any legal requirements if appropriate).</p>	
D	<p>We have a bank, Building Society, Post Office, or Credit Union account in the name of our organisation or business.</p> <p><i>For community groups: We have at least two unrelated signatories to authorise spend.</i></p>	
E	<p>For organisations working with children, young people, vulnerable adults:</p> <ul style="list-style-type: none">- We have an up-to-date Safeguarding Policy & Procedure, and at least one named Safeguarding Officer.	

	- All staff and volunteers who have face to face contact with children & young people or vulnerable adults are subject to Disclosure & Barring Service checks and receive regular safeguarding training appropriate to the nature of our work.	
F	We have up to date insurance cover for all the activities we undertake.	
G	Our activities / service provision are not exclusively party political or religious	
FOR COMMUNITY GROUPS:		
H	We have a formal constitution / governing document (up to date and signed) and a Management Committee or Board with a minimum of 3 members. <i>If there are related members on the Committee, there must always be at least one independent member.</i>	
I	The proposed project is in line with the aims / objects set out in our constitution / governing document.	
J	Our constitution / governing document contains a dissolution clause stipulating that if our organisation closes, any assets will be distributed to organisations with similar aims.	
K	Our Management Committee meets at least quarterly and keeps meeting minutes.	
L	We have at least two unrelated signatories on our Management Committee to authorise spend.	

