

# Funding Compliance Checklist

Thinking of applying for funding?  
Use our handy checklist to get grant funding ready



Muslim Charities Forum

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#TogetherWeCan

**When applying for grant funding, it is essential to ensure that you are eligible and ready to proceed. Use this handy checklist to record the documents that you need to prepare.**

ITEM	DETAILS	YES/NO		
<b>Governing document</b>	<ul style="list-style-type: none"> <li>• Constitution or Article of Association</li> <li>• Board details including 3 unrelated Trustees</li> </ul>	<ul style="list-style-type: none"> <li>• Date of registration</li> <li>• Purpose and Mission statement</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Registration</b>	<ul style="list-style-type: none"> <li>• Charity: Registered with the Charity Commission</li> <li>• CIC: Registered with Companies House</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Equality policy</b>	<ul style="list-style-type: none"> <li>• Organisational/ Staff/ Volunteer commitment to equality and diversity</li> <li>• Equality and diversity monitoring procedures.</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Safeguarding policy</b>	<ul style="list-style-type: none"> <li>• Named Safeguarding lead</li> <li>• Safeguarding training details</li> <li>• Regular DBS checks</li> <li>• Disclosure process</li> </ul>	<ul style="list-style-type: none"> <li>• Confidentiality</li> <li>• Code of behaviour</li> <li>• Safer Recruitment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Financial accounts</b>	<ul style="list-style-type: none"> <li>• Clear accounts or projections</li> <li>• Names of financial signatories</li> <li>• Amount of reserves</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>
<b>Bank account</b>	<ul style="list-style-type: none"> <li>• Registered in charity name</li> <li>• Registered to the UK address as named in governing document</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>

## Useful resources:

- [Charity Commission](#)
- [Companies House](#)
- [Fundraising Regulator](#)
- [NSPCC](#)

For help and advice contact: [projects@muslimcharitiesforum.org.uk](mailto:projects@muslimcharitiesforum.org.uk)  
Visit: <https://www.muslimcharitiesforum.org.uk/>

