

## Pre-registration Application for Charities

The Overseas Aid & Development Commission (“the Commission”) has recently reviewed its controls and due diligence to ensure that any award it makes reaches those identified as the beneficiaries of the project.

As part of its review, the Commission has decided that the following charities must pre-register with the Commission before being able to submit an application for grant aid funding as part of the Commission’s 2020 Grant Aid funding round:

- Any charity that has not previously applied for funding from the Commission;
- Any charity that has previously applied for funding but has not been successful; or
- Any charity that has not received an award from the Commission since the 2017 Grant Aid funding round.

In addition, the Commission recognises that there are four main types of charity structure:

- Charitable incorporated organisation (CIO)
- Charitable company (limited by guarantee)
- Unincorporated association
- Trust

The Commission has reviewed the different charity structures and decided that it will now only consider applications for funding from **charitable incorporated organisations** and **charitable companies**. The reasons for this change are linked to the size of the financial awards made by the Commission and the need to ensure that the appropriate financial and legal controls are in place to protect all parties involved with, including the charity’s trustees and officers, or benefiting from the charity.

If your charity is currently an unincorporated association or a trust helpful guidance about changing the structure and the selecting the right structure for the charitable work you carry out can be found on the Charity Commission’s website (<https://www.gov.uk/guidance/charity-types-how-to-choose-a-structure#charities-without-a-corporate-structure-which-type-to-choose>).

Charities are required to provide details of any historic or current investigations by its regulatory body/bodies. The Commission will not register any charity where it is currently subject of an investigation or where, following an investigation, the regulatory body has required the charity to resolve any matters found to be unsatisfactory and this work has not been completed.

The Commission regrets that it is generally unable to accept newly formed charities, i.e. charities that are unable to provide three years of audited accounts. Charities that have been established for less than three years are invited to contact the Commission ([overseasaid@gov.gg](mailto:overseasaid@gov.gg)) to discuss whether they would be able to otherwise satisfy pre-registration.

The pre-registration application form can be filled in on-line following the below links. The form can be saved and so does not have to be completed in one session.

Once submitted, the Commission will review your application for registration and, subject to its due diligence checks being satisfied, you will be provided with a charity reference number which you will need to quote when applying for any award from the Commission. Any application without a registration number will be rejected and not considered for a funding award.

The Commission will be inviting applications for its 2020 Grant Aid funding round in June 2019. If you wish to apply and are a charity that has:

- not previously applied for funding from the Commission;
- has previously applied for funding but has not been successful; or
- has not received an award from the Commission since the 2017 Grant Aid funding round

you are strongly advised to apply for pre-registration without delay. The Commission's due diligence checks will take between 4 and 6 weeks to complete.

Any charity wishing to pre-register with the Commission with a view of applying for funding in its 2020 Grant Aid funding round must submit their completed form, via the online portal **no later than 12 noon Friday 26<sup>th</sup> May 2019**.



# Overseas Aid & Development Commission

## Pre-registration Form

### Section 1 - Charity Details

Full name of charity	
Where is the charity registered	England & Wales Scotland Northern Ireland Guernsey Jersey Isle of Man
Charity's registration number	
Company number	
Postal address for charity	
Email address for charity	
Phone number for charity	
Charity's website	

### Section 2 - Charitable Structure

Charity classification	Charitable incorporated organisation (CIO) Charitable company (limited by guarantee) Unincorporated association Trust
Date charity established	
Please attached a copy of each of the listed documents	Charity's constitution Statement of charitable purposes Charity's governance document Charity's public benefit statement

### Section 3 - Financial Information

Annual income				
Income breakdown	Unrestricted income	£	Restricted income	£
Expenditure breakdown	Charitable activities	%	Governance	%
	Income generation	%	Retained for future use	%
Name and address of the charity's auditors				
Are the charity's accounts independently examined	Yes No			
Name and address of the company undertaking the independent examination				

Please attached a copy of each of the listed documents	2015 Accounts 2016 Accounts 2017 Accounts
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#### Section 4 – Charity's Principal Officers

Chief Executive (or equivalent role)	Full name	
	Date of birth	
	Date first appointed	
	Nationality	
	Nature of the role	Paid Unpaid/volunteer
	Familial relationship with any other trustee or principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities <i>(please include full name of charity and its registration number)</i>	
	Home address	
Treasurer (or equivalent role)	Full name	
	Date of birth	
	Date first appointed	
	Nationality	
	Nature of the role	Paid Unpaid/volunteer
	Familial relationship with any other trustee or principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities <i>(please include full name of charity and its registration number)</i>	
	Home address	
Secretary (or equivalent role)	Full name	
	Date of birth	
	Date first appointed	
	Nationality	
	Nature of the role	Paid Unpaid/volunteer
	Familial relationship with any other trustee or principal officer of the charity	

	Details of any other role within the charity	
	Details of any other roles within other charities (please include full name of charity and its registration number)	
	Home address	

## Section 5 – Charity Trustees/Directors

Trustee/Director 1	Full name	
	Date of birth	
	Date first appointed	
	Term of office	
	Nationality	
	Familial relationship with any other trustee or principal officer of the charity <sup>1</sup>	
	Details of any other role within the charity	
	Details of any other roles within other charities (please include full name of charity and its registration number)	
	Home address	
Trustee/Director 2	Full name	
	Date of birth	
	Date first appointed	
	Term of office	
	Nationality	
	Familial relationship with any other trustee or principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities (please include full name of charity and its registration number)	
	Home address	
Trustee/Director 3	Full name	
	Date of birth	
	Date first appointed	
	Term of office	
	Nationality	
	Familial relationship with any other trustee or	

<sup>1</sup> *Familial relationships* include spouse, co-habiting partner, child and any spouse or co-habiting partner, parent, and parent of spouse or co-habiting partner

	principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities ( <i>please include full name of charity and its registration number</i> )	
	Home address	
Trustee/Director 4	Full name	
	Date of birth	
	Date first appointed	
	Term of office	
	Nationality	
	Familial relationship with any other trustee or principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities ( <i>please include full name of charity and its registration number</i> )	
	Home address	
Trustee/Director 5	Full name	
	Date of birth	
	Date first appointed	
	Term of office	
	Nationality	
	Familial relationship with any other trustee or principal officer of the charity	
	Details of any other role within the charity	
	Details of any other roles within other charities ( <i>please include full name of charity and its registration number</i> )	
	Home address	

## Section 6 – Regulatory Compliance History

Is or has the charity been subject of any investigation by its regulatory body/bodies	Yes No	
<b><i>If yes, please answer the following questions</i></b>		
Date investigation commenced		
Date investigation completed	<i>Insert date</i>	Investigation is ongoing

*Please attach copies of the regulator's report, including (where completed) confirmation that the charity has resolved any issues identified by the regulator as being unsatisfactory*

## Section 7 – References

Please provide the names of two donors from who the charity has received either a restricted grant or award or who is a major donor (i.e. makes regular donations in excess of £2,500)

Donor 1	Full name of referee	
	Name of the donor's organisation, company, trust, etc. where applicable	
	Email address for referee	
	Telephone number for referee	
	Date of donation/award	
	Amount of donation/award	
	Purpose of award/donation	
	Please attach the copy of any publically available report/s provided to the donor explaining how the donation/award was used in accordance with the donor's wishes and the charity's charitable purposes	
Donor 2	Full name of referee	
	Name of the donor's organisation, company, trust, etc. where applicable	
	Email address for referee	
	Telephone number for referee	
	Date of donation/award	
	Amount of donation/award	
	Purpose of award/donation	
	Please attach the copy of any publically available report/s provided to the donor explaining how the donation/award was used in accordance with the donor's wishes and the charity's charitable purposes	

## Section 8 – Declaration

I hereby confirm that, to the best of my knowledge, the information provided is true and correctly reflects the charity's purpose and objectives.

**Name:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*N.B. This form should be signed by one of the trustees or the charity's Chief Executive or Treasurer*