

Domestic Abuse Fund

**Due Diligence Progress Report**

Word Version

The Henry Smith Foundation only accepts reports via an online portal. The links are on our webpage. This template is a downloadable Word version to help you prepare your report. **You can not submit this version**.

The report is divided into the following sections:

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# Welcome

We want to make it easy for you to submit your report. Here are some tips to get you started:

* You can download a **sample report** from [our website](https://henrysmith.foundation/grants/domestic-abuse-fund/#resources) to help you prepare your report.
* You can **add your colleagues** to work on the same form by clicking "Manage Applicants" in the top-right corner. You can find a step by step guidance [here](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html).
* You can **change the owner** of this form by clicking "Manage Applicants" in the top-right corner.  You can find a step by step guidance [here.](https://webfiles-sc1.blackbaud.com/files/support/helpfiles/grantsconnect/content/gc-applicants-collaborators.html)
* If you want to **change contact** for this grant contact us. You can find the details [on our website.](https://henrysmith.foundation/contact-us/)
* When you see '**\***' next to a question, it is a **mandatory question.**
* You can change the **size of the text boxes** to see the entire text. You do this by left-clicking on the symbol in the bottom right corner and dragging the box until it is the size you want.
* We ask you not to include **diagrams or tables** when answering the questions. They will not be included when you submit your form.
* Throughout the form, we ask that you **avoid using real names** or information that could identify individuals other than the main contact(s).
* The form **saves** your work automatically as you work, so you can start the form and continue another day as needed.
* If there have been **any updates** to your organisational nameor information, please let us know. You can find the details [on our website.](https://henrysmith.foundation/contact-us/)

## Your Grant

Grant given too

Pre-populated

Start date

Pre-populated

End date

Pre-populated

Grant awarded

Pre-populated

Total grant amount

Pre-populated

Reference number

Pre-populated

# Due Diligence

In this section, we invite you to share some basic information about your organisation.

**What we are looking for:**We need this information as part of our due diligence checks to release your next grant payment.

## People worked with

1.1 How many people have you worked with since the start of this grant?\*

We are looking for the number of people you have worked with in an in-depth, person-centred and holistic way. Please do not include numbers from one-off interventions, such as helplines or awareness-raising campaigns.

## Your bank details

1.2 Have your bank details **changed** since we made your last grant payment?\*

Select from drop-down

**If you select yes:**

Upload a bank statement or other appropriate third-party report.\*

This new document should:

* Be no more than 3 months old
* Clearly display your banking details:
	+ Account name.
	+ Sort code.
	+ Account number

You can only add one document; if you add more than one document, only the latest document will be submitted.

Upload document

## Safeguarding

1.3 Have you experienced any[Serious Incidents](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)(England/Wales/Northern Ireland), or any equivalent events in Scotland, over this reporting period which you have not previously shared with us?\*

We ask this to help us understand the challenges for your organisation.

Select from drop-down

# Other and Submit

In this final tab, we ask that you answer some optional questions to help us learn and improve. Before submitting, you will also be asked if you agree to a Data protection statement.

## Data protection

2.1 Do you agree with the below statements?\*

- I have read and agree to the Data Protection Statement

- I have received permission to share the personal information of all individuals named in this form

Select from drop-down

Select from drop-down

**Henry Smith Foundation Data Protection Statement**

We process all personal data provided to us in this form for the purposes of assessing your application, managing or monitoring any grant awarded and any related administration or research purposes in accordance with our privacy policy, a copy of which can be viewed [here.](https://www.henrysmithcharity.org.uk/privacy-policy/)

**Third party data**

No personal data concerning third party individuals should be included within your  form without their explicit knowledge, and informed consent, that this information will be shared with the Henry Smith Foundation and potentially other grant makers.

Before submitting this application, ensure you have not included any personal details or other information that could be used to identify people with relevant lived experience in your organisation.

Any additional excessive personal information will not be considered and immediately deleted. Can we please, therefore, ask that you do NOT include details of named or identifiable individuals apart from key contacts, for example, their job title, connection to your organisation, physical attributes or other descriptions, either in details of beneficiaries aided, case studies provided, or in any other information. Should you have particular reasons why such information should be provided to us, please contact us before sending us the information.

**Collaborating with other Grant Makers**

We reserve the right to disclose non-personal information, regarding your application, activities and organisation, to other grant makers unless you expressly request otherwise. No personal data will be shared with other grant makers for this purpose.

**Detection of fraud**

We reserve the right to share personal information to detect and prevent fraud and do not require your consent.