**Partner Finance and Compliance Assessment**

Comic Relief often supports grant holders to work with other organisations to deliver the work we are funding. Where such an organisation will be responsible for managing a share of the project’s budget, they should be named as a partner in the proposal. We expect all applicants to have carried out a thorough assessment of all of their partners, including a check on compliance issues and an evaluation of the organisation’s governance, financial health and financial management.

You should use this template to complete an assessment on each of the partners named in your proposal. You may find it helpful to read the document on ‘Partnership Working’, found on our website, before completing this template.

1. **Basic details**

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| Reference information |
| Partner name  |  |
| Applicant name |  |
| Proposal ID  |  |

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| Compliance  |
| Have you verified the partner’s registration details? | YesNo |
| Does the scope of the proposal fit with the partner's purpose as stated in its legal documents? | YesNo |
| Has the partner filed its accounts on time in each of the past two years? | YesNoNot applicable |
| If you answered no or not applicable to any of the above, provide further details. (Max. 50 words)  |
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1. **Governance**

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| Governance |
| What role does the partner’s board play in overseeing financial health and management? (Max. 100 words) |
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| What policy does the partner have in place to govern the procurement and management of assets? How does the policy ensure a robust selection process and good value for money? (Max. 100 words) |
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| What procedures does the partner have in place to minimise the risk of fraud and corruption? (Max. 100 words) |
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1. **Keeping People Safe**

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| Keeping People Safe |
| What steps does your partner take to ensure the safety and wellbeing of those connected with their work, including the prevention of harm, abuse and exploitation? (Max 100 words) |
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| How does your partner ensure that their staff and volunteers have the knowledge, skills and support they need to keep people safe? (Max 100 words) |
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| Does your partner have safeguarding or protection policies and procedures in place? Please give details of all relevant policies and procedures (Max 100 words) |
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| What strengths and weaknesses have you identified in your partner’s approach to safety and protection? How will any weaknesses be addressed? (Max 100 words) |
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1. **Financial management**

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| Management |
| What are the financial skills and experience of the partner’s staff team? (Max. 100 words) |
|   |
| How does the partner plan, budget and report on its finances? (Max. 100 words) |
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| What are the strengths and weaknesses of the partner’s financial management? (Max. 200 words) |
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| What steps are in place to address areas of weakness? (Max. 100 words) |
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| Accounts |
| Independent Examiners (Most recent year) |
| Name |  |
| Accountancy firm |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Professional body  |  |
| Were annual accounts subject to external scrutiny in each of the past two years? | YesNoNot applicable |
| Are the independent examiners given for this partner members of the stated professional body? | YesNoNot applicable |
| If you answered no or not applicable to either of the above, provide further details. (Max. 100 words) |
|  |
| Did the independent examiner(s) identify any serious concerns or award a qualified report in either of the past two years? | YesNoNot applicable |
| If you answered yes or not applicable to the above, provide further details and describe the steps in place to address any issues identified. (Max. 100 words) |
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1. **Financial health**

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| Health  |
| What is the partner’s policy on reserves and is it currently being met? (Max. 100 words) |
|  |
| What are the strengths and weakness of the partner’s current financial position? Refer here to current cash flow, liquidity, diversity of funding and any significant surpluses or deficits (Max. 200 words) |
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| What steps are in place to address any areas of weakness? (Max. 100 words)  |
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