**GAP (Grant Access Point) Registration**

**Information Required: (If applicable)**

        **Organisation details:**

* The official name of your organisation contained within your rules/governing document.
* A signed and dated copy of your governing document (e.g. constitution, rules, memorandum and articles of association, trust deed)
* The main contact for your organisation and their contact details? Also contact details of all the officers of your committee
* Charity Registration Number /Company Registration Number /VAT Number if applicable

        **Organisations policies:**

* Equal Opportunities Policy
* Health & Safety Policy
* Child Protection or Safeguarding Policy - If you are working with vulnerable adults or children we are going to need information regarding you DBS process including when they are due for renewal.
* Volunteering Policy
* We will also need the details of the appropriate insurances you have in place for the organisation and its activities. This will include schedules and certificates.

        **Financial Information**

 A copy of your most recent annual accounts

* Business/forward plan – showing how you plan manage finances etc in the organisation.
* Accounts – Bank accounts/statements etc. with 2+ signatories?