**PARTNER FINANCE AND COMPLIANCE ASSESSMENT**

Comic Relief expects all grant applicants to have carried out a detailed assessment of each of their partners prior to submission of a full proposal; even if they are partners you have worked with for several years. This is because if your proposal is successful, you (as the applicant) will be the grant-holder. Your partners may have a separate contract with you, but you (the applicant) will be responsible to Comic Relief for the safe stewardship of all the funding we give you. It follows that Comic Relief may hold you accountable for the probity of your project partners.

Please use this template to confirm that you have completed a financial assessment of each of the partners named in your proposal, and submit it with your full proposal.

You will find it helpful to read the document on ‘Partnership Working’, which can be found within the ‘Proposal documents and resources’ section of our website. You may also wish to consider completing Mango’s Financial Management Health Check.

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| **Partner Name** The name of the organisation that this assessment is for  |  |
| **Applicant name** **The name of your organisation** |  |
| **Proposal ID** **The number given to your proposal in GEM** |  |
| **Proposal title**  |  |

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| **COMPLIANCE** |
| Have you verified that the registration details given for this partner are correct? | Yes/No |
| Have you established that the scope of your proposal fits with this partner's purpose as stated in its legal documents? | Yes/No |
| Have you checked that this partner has been timely in filing its accounts with its regulatory body in each of the past two years? | Yes/No/Not applicable |
| If you answered no or not applicable to any of the above, provide further explanation. (50 words)  |
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| **BOARD AND STAFF**  |
| What is the role of this partner’s board in overseeing financial health and management and how appropriate is this, in your opinion? (100 words)  |
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| What are the financial skills and experience of this partner’s staff team and are there any gaps in skills that you have identified? (150 words)Answer in terms of finance personnel, programme staff and senior management. |
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| **POLICIES** |
| What is this partner’s policy on reserves and what is your evaluation of how successfully is it currently being met? (150 words) |
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| What policies (equal opportunities, diversity, safeguarding) does this partner have in place? If these are not currently in place are there plans to develop these in the immediate future or as part of this grant?(100 words) |
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| What policy does this partner have in place to govern the distribution of profits and how appropriate do you believe this to be? (100 words)Only answer this question if this partner would generate profits as a result of this work.  |
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| What policy does this partner have in place to govern the management of assets and how appropriate do you believe this to be? (100 words)Only answer this question if this partner would purchase assets with Comic Relief funding.  |
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| **FINANCIAL MANAGEMENT** |
| How does this partner plan, budget and report on its finances? (100 words) |
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| What, in your opinion, are the strengths and weaknesses of this partner’s financial management, and what steps are in place to address areas of weakness? (200 words)Your answer should include reference to accounting practices, internal financial controls and procurement procedures.  |
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| **ACCOUNTS** |
| Have the annual accounts of this partner’s been subject to external scrutiny in each of the past two years? External scrutiny involves the examination of accounts by an independent person with requisite ability and practical experience. This will typically take the form of an audit. | Yes/No/Not applicable |
| If you answered no or not applicable to the above, provide further explanation. (50 words) |
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| **Independent Examiners** | Most recent year | Previous year (if different) |
| Name |  |  |
| Accountancy firm |  |  |
| Address |  |  |
| Telephone number |  |  |
| Email address |  |  |
| Professional body  |  |  |
| Have you verified that these independent examiners are members of the stated professional body? | Yes/No/Not applicable |
| If you answered no or not applicable to the above, provide further explanation. (50 words) |
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| Did the independent examiner(s) identify any serious concerns and/or award a qualified report in either of the past two years? | Yes/No/Not applicable |
| If you answered yes or not applicable to the above, provide further explanation and describe the steps in place to address any issues identified. (100 words) |
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| **FINANCIAL HEALTH** |
| What, in your opinion, are the strengths and weakness of this partner’s current financial position, and what steps are in place to address areas of weakness? (200 words)Your answer should include reference to this partner’s current cash flow, liquidity, diversity of funding and any significant surpluses or deficits. |
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