**Digital Skills Investment Programme (Appendix B)**

**Due Diligence Disclosure Form**

For compliance and value for money purposes, WECA undertakes a rigorous due diligence process that is reasonable and proportionate to the value of funding awarded. Funding can only be provided to financially sound and compliant organisations.

The following information is required:

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| **Financial Statements / Accounts** | **Tick Relevant Box ✓** |
| 3 Years full filled accounts to include Profit & Loss, Balance Sheet and Notes to the accounts. |  |
| If trading for less than 3 years, full filled accounts to include Profit & Loss, Balance Sheet and Notes to the accounts for years trading years together with monthly management accounts for the current accounting period. |  |
| For new start-ups, full business plan including 3 years cash flow and assumptions. |  |

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| **Business Criteria** | **Yes / No** |
| Have any of your directors/partners ever been disqualified from being a company director under the Company Directors Disqualification Act (1986) or ever been the proprietor, partner or director of a business that has been subject to an investigation (completed, current of pending) undertaken under the Companies, Financial Services or Banking Acts? |  |
| Have any of your directors/partners ever been declared bankrupt or been subjected to an arrangement with creditors or ever been the proprietor, partner of director of a business subject to any formal insolvency procedure such as receivership, liquidation, or administration, or subject to any arrangement with its creditors? |  |
| Have any of your directors/partners ever been the proprietor, partner or director of a business that has been requested to repay a grant under any government scheme? |  |
| Please confirm if you have valid and appropriate business Public Liability Insurance? |  |
| Please confirm if you have valid and appropriate Professional Indemnity Insurance? |  |
| Please confirm that you have a Business Continuity Plan? |  |
| Are there any pending or known legal proceedings against the organisation? |  |
| Is your business a subsidiary of another organisation (parent) or does your company own part of another business, or does your company own another business? Does your company have direct or indirect control of the majority of voting rights and/or the ability to exercise a dominant influence over another, or vice versa? If yes to any of these questions, please provide details below including company names and registration numbers. |  |

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| **Subsidy Control – grants funded through the Digital Skills Investment Programme will be subject to the UK’s subsidy control measures. This will be set out in your Grant Offer Letter.** | **Yes / No** |
| Has your organisation or any business named above received public sector grants within the last 3 years? If so, these are likely to have been subject to EU State Aid legislation now known as UK Subsidy Control legislation. Please detail the name of all grants received in the last 3 years, their total value award and if these were awarded under the de minimus and/or General Block Exemption Regulation (GBER). |  |

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| **Declaration**  As part of due diligence, a business credit score will be obtained from a credit reference agency, and by signing this declaration you consent for a credit reference check to be carried out on your organisation which will leave a footprint on your organisation credit file.  Name:…………………………………………….  Position:………………………………………………  Signature:…………………………………………………………  Date:…………………………………………………………….. |