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|  | **Community Energy Fund**  **Due Diligence** |
| Project name: |  |
| Project reference number: |  |

**Part 1: Potential Community Energy Fund Project applicant/ deliverer Information**

Please answer the following questions in full. Note that every organisation (both lead applicant and partners) that are being relied on to meet the selection must complete and submit the information requested. You will be asked to declare the integrity of the information provided at two points in this form.

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| Section 1 | Potential Community Energy Fund applicant/ deliverer information | | | |
| Question number | Question | Response | | |
| 1.1(a) | Full name of the potential Community Energy Fund applicant or partner submitting the information |  | | |
| 1.1(b) – (i) | Registered office address (if applicable) |  | | |
| 1.1(b) – (ii) | Registered website address (if applicable) |  | | |
| 1.1(c) | Trading status   1. public limited company 2. limited company 3. limited liability partnership 4. other partnership 5. sole trader 6. third sector 7. other (please specify your trading status) |  | | |
| 1.1(d) | Date of registration in country of origin |  | | |
| 1.1(e) | Company registration number (if applicable) |  | | |
| 1.1(f) | Charity registration number (if applicable) |  | | |
| 1.1(g) | Head office DUNS number (if applicable) |  | | |
| 1.1(h) | Registered VAT number (if applicable) |  | | |
| 1.1(i) - (i) | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes |  |  |
| No |  |
| 1.1(i) - (ii) | If you responded yes to 1.1(i) - (i), please provide the relevant details, including the registration number(s). |  | | |
| 1.1(j) - (i) | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation, in order, to provide the services specified in this application. | Yes |  |  |
| No |  |
| 1.1(j) - (ii) | If you responded yes to 1.1(j) - (i), please provide additional details of what is required and confirmation that you have complied with this. |  | | |
| 1.1(k) | Trading name(s) that will be used if successful in this application. |  | | |
| 1.1(l) | Relevant classifications (state whether you fall within one of these, and if so which one)   1. Voluntary Community Social Enterprise (VCSE) 2. Sheltered Workshop 3. Public service mutual |  | | |
| 1.1(m) | Are you a Small, Medium or Micro Enterprise (SME)[[1]](#footnote-1)? | Yes |  |  |
| No |  |
| 1.1(n) | Details of Persons of Significant Control (PSC), where appropriate:[[2]](#footnote-2)  - Name;  - Date of birth;  - Nationality;  - Country, state or part of the UK where the PSC usually lives;  - Service address;  - The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used);  - Which conditions for being a PSC are met;  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more. [[3]](#footnote-3)  (Please enter N/A if not applicable) |  | | |
| 1.1(o) | Details of immediate parent company:    - Full name of the immediate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  | | |
| 1.1(p) | Details of ultimate parent company:  - Full name of the ultimate parent company  - Registered office address (if applicable)  - Registration number (if applicable)  - Head office DUNS number (if applicable)  - Head office VAT number (if applicable)  (Please enter N/A if not applicable) |  | | |

Please note: A criminal record check for relevant convictions may be undertaken.

**Please provide the following information about your approach to this application:**

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| Section 1 | Bidding model | | | |
| Question number | Question | Response | | |
| 1.2(a) - (i) | Are you bidding as the lead contact for a group of organisations (‘economic operators’)? | Yes |  |  |
| No |  |
| If you have answered ‘yes’ to question 1.2(a) – (i) above, please provide details listed in questions 1.2(a) (ii), (a) (iii) and to 1.2(b) (i), (b) (ii), 1.3, Section 2 and 3.  If you answered ‘no’, and you are a supporting bidder please provide the name of your group at 1.2(a) (ii) for reference purposes, and complete 1.3, Section 2 and 3. | | | | |
| 1.2(a) - (ii) | Name of group of ‘economic operators’ (if applicable) |  | | |
| 1.2(a) - (iii) | Proposed legal structure if the group of ‘economic operators’ intends to form a named single legal entity prior to signing, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. |  | | |
| 1.2(b) - (i) | Are you or, if applicable, the group of ‘economic operators’ proposing to use other providers/ contractors? | Yes |  |  |
| No |  |
| 1.2(b) - (ii) | If you responded yes to 1.2(b)-(i) please provide additional details for each contractor/provider in the following table: we may ask them to complete this form as well.   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Name |  |  |  |  |  | | Registered address |  |  |  |  |  | | Trading status |  |  |  |  |  | | Company registration number |  |  |  |  |  | | Head Office DUNS number (if applicable) |  |  |  |  |  | | Registered VAT number |  |  |  |  |  | | Type of organisation |  |  |  |  |  | | SME (Yes/No) |  |  |  |  |  | | The role each contractor/ provider will take in delivering the project e.g. key deliverables |  |  |  |  |  | | The approximate % of contractual obligations assigned to each contractor/ provider |  |  |  |  |  | | Explain the procurement process e.g. open bid, framework, exemption |  |  |  |  |  | | | | |

**Contact details and declaration**

I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate.

I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document.

I understand that the information will be used in the selection process to assess my organisation’s suitability to be invited to participate further in this bidding process.

I understand that the authority may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.

I am aware of the consequences of serious misrepresentation.

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| Section 1 | Contact details and declaration | |
| Question number | Question | Response |
| 1.3(a) | Contact name |  |
| 1.3(b) | Name of organisation |  |
| 1.3(c) | Role in organisation |  |
| 1.3(d) | Phone number |  |
| 1.3(e) | E-mail address |  |
| 1.3(f) | Postal address |  |
| 1.3(g) | Signature (electronic is acceptable) |  |
| 1.3(h) | Date |  |

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| **Section 2** | **Economic and Financial Standing** | | | |
|  | Question | Response | | |
| **2.1** | Are you able to provide a copy of your audited accounts for the last two years, if requested?  If no, can you provide **one** of the following: answer with Y/N in the relevant box ((a), (b), (c) below). | Yes |  |  |
| No |  |
| (a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes |  |  |
| No |  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes |  |  |
| No |  |
|  | (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status e.g. guarantee for defined pension deficit). | Yes |  |  |
| No |  |
|  | | | |  |

1. See EU definition of SME <https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-1)
2. UK companies, Societates European (SEs) and limited liability partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. [See PSC guidance](https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships). [↑](#footnote-ref-2)
3. Central Government contracting authorities should use this information to have the PSC information for the preferred supplier checked before award. [↑](#footnote-ref-3)