

APRES Grant Risk Assessment Checklist



NAME OF ACTIVITY/PROJECT:

BRIEF DESCRIPTION:

OUR REF NUMBER:

RISK ASSESSMENT

The Activity/Project

- Is the activity clearly within the charity's objects?
- Are proper policies and procedures in place to prevent beneficiaries being put at risk?
- Are partners/staff/volunteers sufficiently trained to be able to carry out the work?
- What lessons has the charity learnt from its own previous experience, or that of other organisations working in the same area and/or type of activity?

Comments

Legal

- Are there any specific laws and requirements to be aware of in carrying out the activity?
- Are there any UK and/or local sanctions in force?

Comments

APRES Grant Risk Assessment Checklist



Finance

- What is the charity's financial position and is there enough money available to support the proposed activity?
- Will there be an impact on tax (for example, VAT implications)?
- How will the money get to the project site? Will it go through bank accounts direct to the recipient?
- Will Money Service Businesses be used?
- Will cash couriers be required?

Comment

Partners

- Are partners being used? What risks does this pose?
- Have these partners been used before?
- Will a written agreement be in place?
- What are the risks of the partner not delivering?
- Can money be recovered if necessary? What problems might there be?

Comments

APRES Grant Risk Assessment Checklist



External Factors

- What factors are outside the trustees' direct control?

Comments

RISK SCORE

RISK ACCEPTABLE? YES/NO

Risk Assessment Sign Off		
Trustee Name (print)	Trustee Signature	Date