

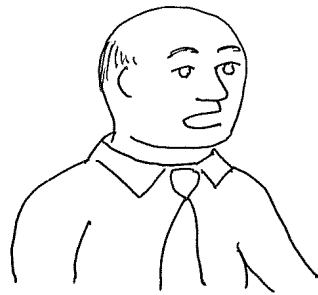
Fact Sheet 1

Bank Statements & Bank Details Form

The most common mistake made by Awards For All applicants is a failure to submit bank statements with the application form. We need these in order to verify your bank account details.

Original Statements:

Your organisation needs to send us three pages of recent, original and consecutive bank statements.



If your organisation cannot provide original statements we can accept photocopied bank statements that are stamped and verified by your bank. We can accept original transactions listings which have each page individually stamped and verified by the bank and are accompanied by an original letter on the bank's letterhead confirming the account details.

I don't have an original bank statement! What should I do?

Passbook Banking:

If your organisation uses a passbook account, then you must send us photocopies of three consecutive pages from the passbook that show the account name and number, as well as your organisation's most recent transactions. You'll need to ask the building society to stamp and sign all the photocopied sheets as 'true copies of the original'.



We don't get any bank statements because we use a passbook account. Is there anything else we can send?



Internet Banking:

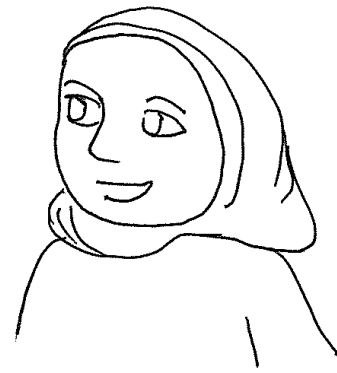
If your organisation uses an internet account we still need original, paper bank statements. You'll need to ask your bank to send these to your organisation, as we will not accept downloaded versions.

Can I send printouts of a bank statement from an internet account?

New Bank Account:

If your organisation's account is new and you cannot provide bank statements then we will need an original letter from your organisation's bank, confirming the bank account details and when it was opened.

We have just set up a new group and have only just opened an account. We haven't received any bank statements yet!



Schools:

If you are a school, you will need to send us an original bank statement for one month that is not more than three months old (from the date of submission of your application and in the full name of your school). Alternatively, we can accept original transactions listings which have each page individually stamped and verified by the bank and are accompanied by an original letter on the bank's letterhead confirming the account details. If the school's account is new and you cannot provide bank statements then we will need an original letter from the school's bank, confirming the bank account details and when it was opened.

Is it only community groups that need to send bank statements?
I'm applying for funding for a school.

Another common mistake is that the bank statements provided are not correct. The name of the organisation on the bank statement must be an exact match of the organisation's name on the governing document.

Legal Name:

The account name on your organisation's bank statement must be the same as your legal name as stated on your organisation's governing document.

Constitution
Of
**THE MASTER CHEF
GOOD FOOD PROJECT**

*This constitution was formally adopted on the 16th of
December 2009 by the members of the Group in
Special Meeting.*

Signed: [Signature] (Chairperson)
Signed: [Signature] (Secretary)

HIGH STREET Bank

123C U2
THE GF PROJECT
24 APPLE LANE
AUGHNASHUCKLEY
CO. TYRONE

HIGH STREET BANK
17 HIGH STREET
AUGHNASHUCKLEY
TEL: 01234 56789

1 June 2010
Account number: 9876 54321
Account currency:pounds sterling
Page 1 of 2

Current Account Business - List of Entries No. 36
ABC DEEG 123-4567
Period this statement relates to: 02 April 2010 to 01 June 2010

Entry date	Value date		Credited + Debited -	Credit balance Debit balance
		Balance as at 01 April 2010		21,090
08.04	08.04	AB 768	226.46 -	20,863
09.04	09.04	1162486	2,376.00 +	23,239
		Pies supplies		23,239

This would not be acceptable as the names do not match.

If there is a difference or if your organisation has recently changed its bank account name, you need to supply the following:

- A stamped and signed copy of your bank mandate showing that the account name has changed, or
- A letter from your bank on their original letterhead, confirming the changes that have been made to your account – showing clearly the new name and the sort code/account number

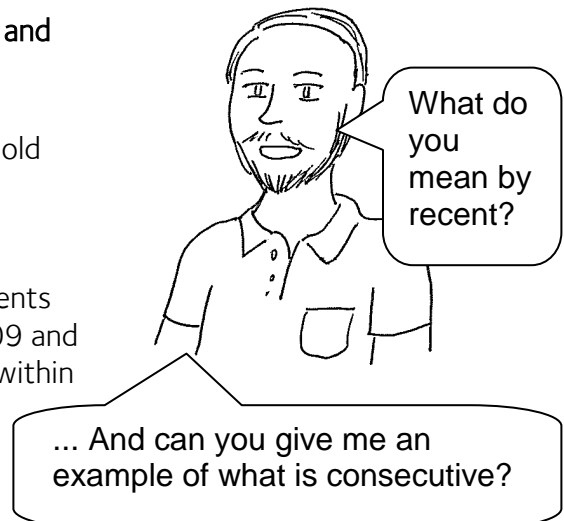
Remember!

The three pages of bank statements must also be recent and consecutive.

The bank statements must not be more than three months old (from the date you send us your application form).

Example:

Application form submitted in May 2010. The bank statements provided are dated October, November and December 2009 and are therefore too old. The bank statements must be dated within the period February 2010 to May 2010.



We need to see three consecutive pages of bank statements. They must show the transactions in your bank account. There can't be any gaps in the sequence of page numbers.

Example:

We could not accept statements that are numbered 66, 67 and 73. We could accept 71, 72 and 73.

Cover Pages:

If there is a summary or covering page that comes with your actual statements, we would need to see these originals also.

Example:

The Ulster Bank currently provides a summary page per statement (ie. a summary sheet in addition to the statement showing transactions) – therefore, as we need three consecutive bank statements, we would also require the corresponding summary pages that come with each statement.

Make sure the bank details form has been correctly completed.



Your organisation needs to send us a completed 'bank or building society details form', which is attached to the end of the application form.

Your bank details form, including continuation sheets, must contain the original signatures of all your signatories and it will need to be signed and stamped by your bank. Your bank may charge you a small amount for this, which cannot be reclaimed from us.

The bank or building society account details should be for the account that your organisation wants the grant to be paid into and the same account details provided in the bank statements.

Other common mistakes to be aware of are:

Correspondence Address:

The bank details form must show the correspondence address that your bank uses for your organisation and **not** the address of the bank. This is the address where all statements and other correspondence are sent to. We request this information within Part A of the Bank Details Form. Check that the details provided in Part A match the address on the original bank statements submitted with your application form.

Amended Form:

We cannot accept bank details forms that have been amended using correction fluid.

Original Signatures:

The signatures on the bank details form **must** be original. We need the signatures on the form to be original for fraud prevention and detection purposes.

Official Bank Stamp:

We need the official bank stamp on the bank details form. This stamp should state the name of the bank and sort code.

Cheque Signatories:

You need to tell us the number of cheque signatories associated with the bank account. We request this information within Part A of the Bank Details Form.

Related Signatories:

Due to our financial controls we cannot accept applications where there are two signatories who have the same family name or who live at the same address. Therefore, if you wish to receive an award, you will need to contact your bank and get them to supply a letter (on headed paper) which confirms that they will not accept any cheques which have been signed by both of these signatories, or a letter which confirms that one of these signatories has been removed from the account. Additionally, your organisation will need to provide details of a third unrelated cheque signatory using the bank details form.

If you are unclear or require any further clarification relating to bank statements or the bank details form, please telephone 028 9055 1455 and ask to speak to a member of the Information Team before submitting your application.

Or email the Information Team at: enquiries.ni@biglotteryfund.org.uk

Factsheets available in this series:

1. Bank Statements & Bank Details Form
2. Accounts
3. Governing Document
4. Capital Works
5. Application Form