

Submission checklist

Together we can do more for the causes you care about

Looking to enter a project that could make a real difference in your community? Take a look through our [Submission Guide](#) to find out more about the Aviva Community Fund and how you can enter a project. Then use this handy checklist to make sure your project is eligible.



1 The Organisation

- Is the organisation based in the UK?
- Has it been in existence for at least six months at date of submission?
- Is it run on a not-for-profit basis?
- Does it meet the due diligence requirements?
- Over the last three years, does the organisation have an average annual total gross income of less than £100,000 (if entered into the £1,000 award level), or less than £1,000,000 (if entered into the £5,000, £10,000 or £25,000 award level)?
- Does it have a bank account in the organisation's name?

Good to go?

If your project ticks the boxes, you're all set to enter it into the Aviva Community Fund by registering at

www.aviva.co.uk/community-fund

2 The Project

- Does my project positively impact the community?
- Is the project based in the UK?
- Is there a plan in place to make sure the award will be used within 12 months of it being received?
- Is the submission written in English?
- If submitted on behalf of, or in association with, a religious organisation, is my project's outcome accessible to anyone of any faith?