

## Charity/Not for Profit Organisation - General eligibility statement

**To continue you must be able to confirm that the following statements are TRUE. If you are unsure, please contact Came & Company for advice. Tel. 01256 395000**

**The risk**

- a) is not currently insured with Ecclesiastical

**The applicant, director, partner, trustee or representative of the organisation**

- b) have never had insurance declined or special conditions imposed by any insurer  
c) have not been convicted of any offence other than a driving offence  
d) have never been declared bankrupt or been the subject of bankruptcy or insolvency proceedings  
e) are not subject to a County Court Judgement or, in Scotland, Sheriff Court Decree  
f) have never been prosecuted for failure to comply with any Health and Safety or Environmental Protection legislation

**The premises**

- g) are constructed of brick, stone or concrete and roofed with slates, tiles, asphalt, concrete or metal  
h) are in a good state of repair and will be so maintained  
i) are occupied solely by the business (except in the case of halls that are hired out)  
j) are on a site which has not suffered from flooding, however caused, at any time in the last ten years  
k) are at least 200m away from any natural or man-made watercourse or the sea  
l) where subsidence cover is insured
  - have not been affected in whole or in part by any movement caused by subsidence, heave or landslip of the site on which the premises stand
  - have not been underpinned or provided with other means of structural support in whole or in part
  - are not situated on made-up ground, underground workings or within 200m of a cliff

**Please confirm that the above statements are true**

YES (if you cannot answer YES please give details)

**The charity or not for profit organisation**

- a) is a legally recognised Charity or not for profit organisation operating within the UK  
b) does not undertake work abroad other than non manual visits to countries within the European Union  
c) has an annual income that does not exceed £500,000  
d) has not been subject to any investigation by the Charity Commission (or Scottish or Northern Ireland equivalent) or any other regulatory or statutory body  
e) has a written health and safety policy if the organisation has 5 or more employees or authorised volunteers  
f) is not directly
  - involved in contact sports, horse riding, rifle, pistol, shooting, archery or historical re-enactment
  - an activity centre
  - involved in manual conservation work
  - a medical or scientific research establishment
  - a political, lobbying or activist group
  - involved in furniture and white goods recycling
  - a hostel, night shelter or provider of residential care for children and/or vulnerable adults
  - a faith organisation primarily operating as a place of worship
  - a nursery, school or higher education facility

g) is not
  - a domiciliary care or supported living service provider (please use our care product)

**Please confirm that the above statements are true**

YES (if you cannot answer YES please give details)

**If the charity or not for profit organisation**

- h) undertakes work with children and vulnerable adults it
- has a written safeguarding policy to guard against the risk of abuse which is reviewed at least annually
  - complies with all legislation and guidelines relating to the safeguarding of children and vulnerable adults including use of the Criminal Records Bureau Disclosure/Independent Safeguarding Authority Scheme (or Scottish or Northern Ireland equivalent)
- i) is involved in any hazardous activities such as water sports, rock climbing, abseiling, parachuting, skydiving, fireworks displays it
- undertakes risk assessments
  - always uses a specialist service provider and checks that the service provider has public liability insurance operative at the time of the event with a limit of indemnity no less than that sought under this insurance and an indemnity of principal extension

**Please confirm that the above statements are true**

YES (if you cannot answer YES please give details)

**Charity/Not for Profit Organisation – details**

Name of Policyholder (i.e. name the policy should be in)		Charity no.	
Correspondence address		Website address	
Address continued		Town/City	
County		Post code	
Contact Tel. No.		Email contact:	
Renewal date of current policy			
Holding insurer		Current/Target premium	£
Are you a registered charity YES/NO	Charity No:		
Organisation Description & Aims		Year established	

**Claim Experience in past 5 years**

Date	Details (include circumstances and post loss action to prevent reoccurrence)	Amounts paid/outstanding
		Paid £ Outstanding £
		Paid £ Outstanding £

Came & Company	<b>Broking Template: CHARITY/NOT FOR PROFIT</b>
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**Risk Locations if applicable**

**Location 1**

Address			
Address continued		Town/City	
County		Post Code	
Occupation / use			
Describe area			

**Location 2**

Address			
Address continued		Town/City	
County		Post Code	
Occupation / use			
Describe area			

**How many staff are employed (total headcount of full and part-time staff) and what is the estimated annual waggeroll in the following areas? \***

**Number of employees in each group below:**

**Annual Wages**

Clerical =

£

All other staff =

£

**Total**

£

How many volunteers does the organisation have?

Total on average =

What is the estimated income for the next 12 months?

£

What percentage of the income comes from fundraising activities arranged by the organisation?

Up to 10%  More than 10% \*

Does the organisation work with children or vulnerable adults? YES/NO

**Liability**

Employer's liability YES/NO

Limit of indemnity – standard limit £10,000,000

Please provide the Employer Reference Number (ERN) otherwise called the PAYE number for your business:

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If you do not have an ERN, please confirm that you are exempt from holding one

YES/NO

Public liability limit of indemnity?

£2m or £5m

Is hirers liability required? Standard cover £2,000,000 - YES/NO

**Trustees Liability** is included for a standard limit of £100,000  
Higher limit of £250,000 or £500,000 required YES/NO

**Legal expenses**

Legal expenses sum insured (Standard) £100,000 (higher limit required YES/NO)

**Buildings and contents**

Building sum insured - £

Tenants improvements sum insured - £

Contents sum insured including computers and personal belongings - £

Stock sum insured - £

Wines and spirits sum insured - £

Is the property listed? YES/NO if Yes, please give details of type of listing

Would you like us to note the interest of any mortgagees, lessors or freeholders? YES/NO give details

Are you responsible for the insurance on any outdoor play equipment, skate parks etc? If YES please give full details including a full list of the equipment below: Sum Insured - £

Do you comply with the recommendations of RoSPA (The Royal Society for the Prevention of Accidents) in the inspection and maintenance of your playgrounds and outdoor leisure areas – see link below:

<http://www.rosipa.com/leisuresafety/adviceandinformation/playsafety/playground-inspection-maintenance.aspx>

**Business interruption** required YES/NO

Revenue sum insured £

Rent Receivable sum insured £

Indemnity Period – 12 months/24 months/36 months/48 months/60 months

Increased cost of working sum insured £

**Additional Covers**

Loss of Licence required YES/NO

limit of indemnity - £100,000

Personal Accident cover required YES/NO

Employment cover only YES/NO

24 Hour Cover – YES/NO

You can choose the amount of cover required:

For employees - from one unit which gives a capital benefit of £2,500 to ten units which give a capital benefit of £25,000

For volunteers – from one unit which gives a capital benefit of £2,500 to two units which give a capital benefit of £5,000 and cover is restricted to employment only

Number of Units for:

a) Employees - 1 unit to 10

b) Volunteers – 1 unit or 2

Deferral Period – 2 weeks/4 weeks/6 weeks/8 weeks/13 weeks

Goods in Transit required – YES/NO

Standard cover is £2,500 per a vehicle

Money cover required YES/NO

Standard money cover is:

- £250,000 non-negotiable
- £2,000 in transit/bank nightsafe/on premises during business hours
- £1,000 in locked safe on the premises outside business hours
- £50 in collecting tins
- £500 any other loss.

Also included in the money section is:

- cover for fraudulent use of credit and debit cards £1,000
- identity theft £1,000
- assault cover for injuries sustained by staff during robberies or hold-ups in connection with the business, up to £25,000.

Fidelity cover required YES/NO (nb only available if Money section chosen)

Limit of Indemnity for employees - £

Limit of indemnity for volunteers - £

### **Other relevant information**

Please detail any other relevant information below

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