

Supporting documents checklist for applications

It is important that you attach these documents at the bottom of the application form or send them in the post along with a completed version of this sheet. Failure to include all required documents may cause a delay or render your application ineligible.

Please tick the following boxes to confirm enclosure:

Hand signed copy of reference form completed by your independent referee

A signed copy of the constitution of your organisation (or a set of rules for your group) signed by your management committee containing a dissolution clause. Also include a sheet listing the names and addresses of all members of the management committee or trustees

A signed copy of your accounts for the last financial year

If your group has been running for less than one year we would need to see a copy of your last **two** bank statements. If another group has agreed to accept the payment on your behalf we will need to see a copy of **their** latest accounts.

A copy of your Child Protection Policy if your project involves working with children and young people

A copy of your Vulnerable Adult's Policy if your project involves working with vulnerable adults

A copy of your Equality policy

Two quotes for equipment, building work etc (as appropriate) and evidence of landowner's permission if your project includes environmental improvements

Signed copy of a recent bank statement (required in addition to accounts)

You can alternatively photocopy or scan a page from your banking book if you only have a book and no statements.

Group Name:

Fund applied to:

Amount requested: £.....