



## **Community Grant External Application Form** **Compliance checklist 2017**

### **1 Before you complete the form**

**Please use this checklist to make sure that you are ready to apply to the Community Grant Fund Scheme. If you cannot answer “Yes” to all of these questions, then this scheme might not be suitable for you, or you may have to do some more preparation before you apply.**

**We do not offer development support to help you meet these requirements.**

- Have you read through all of the information supplied with this pack?
- Does your organisation meet all of the eligibility criteria? (e.g. you have not received a grant in the past 12 months)
- Will your expenditure be eligible? In particular, do you think you will be able to spend the money within 12 months?
- Are you sure that your project does not fall into any of the excluded categories?
- Have you planned exactly what the project will cost, so that you can complete the question on the form that asks for a financial breakdown?

Remember, you will need to have a reasonably accurate idea of what each item costs, so if you haven't checked the prices of things you want to buy, you should do that before you complete the form

- If you are not asking for all of the money you need, have you got a reasonably firm idea of where the rest of the money is coming from? If you are applying to other funders, have you got the information you need about them?
- If you are applying for items that cost over £500, do you have three like-for-like quotes? If you can't get three quotes, is there a good reason for this (e.g. buying specialist equipment where only a limited number of providers in the country)

- Have you got an idea of how many people will benefit from your project (Remember, it's not enough to just put 'everyone in the community' or 'everyone in Hull' unless every single person is going to directly and actively benefit)
- Do you think you will be able to meet the terms and conditions, including the requirements to send us performance monitoring information and receipts?

## **2 Before you send your application form to us**

**Please take a moment to check that you are sending us a complete application. Remember we will not consider incomplete applications for funding.**

- Have you completed all the questions on the form that relate to you? Remember – the only questions that might not relate to you are those about previous grants, about property and match funding. Everyone has to complete the other questions. If you do not have the information you need to answer a question, then please wait until you do have the information, and then send the completed application in
- Have you signed the form?
- Have you enclosed three like-for-like quotes for all items costing over £500?
- Have you enclosed a **signed** copy of your constitution, or memorandum and articles, or trust deed or similar document?
- Have you enclosed a **signed** copy of your most recent set of annual accounts?
- If you work with children, young people or vulnerable adults, have you enclosed a copy of your protection/safeguarding policy?