

As part of your application, we require the following documents. Please be sure to have these ready prior to starting the application. If you need additional information regarding the documents below, please do not hesitate to contact the community grants team.

Once your application form is completed, please email documents to [communitygrants@northlincs.gov.uk](mailto:communitygrants@northlincs.gov.uk) asap.

#### ALL documents required at application stage.

- Latest signed accounts (independently verified)
- Copy of a recent bank statement for all accounts held (dated within the last 8 weeks)
- Income and expenditure forecast for current year.
- Detailed breakdown of project costs
- Copies of comparable quotations received/evidence of prices (1 quote for consumables up to £250, 2 quotes for items under £2k, 3 quotes for over £2k)
- Child Safeguarding Policy signed and dated in the last 12 months.
- Adult Safeguarding Policy signed and dated in the last 12 months.
- Constitution
- List of officers and contact details.
- Evidence of community engagement /need for the project and or letters of support.
- Evidence of any other confirmed and/or unconfirmed funding

#### Additional documents required for building/large items of equipment.

- Evidence of security tenure/ownership
- Plans showing proposed building work.
- Copies of any relevant planning permissions, building regulations/landlord permissions