**Eligibility Checklist**

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| Please complete this checklist. You **must** be able to tick each box to be eligible for funding. The **only** documentation we require you to submit with this application is this checklist & your governing document. Please ensure anything else is available on request. |
| Your community, group or organisation is based in the city of Leicester and (to the best of your knowledge) the majority of those who benefit from its services are city-based.   |[ ]
| Your community, group or organisation has a governing document (e.g. written constitution, articles of association) which you have submitted along with your completed application.   |[ ]
| Your community, group or organisation has its own bank account in its own name **(payment will not be made to a personal bank accounts).** |[ ]
| Your community, group or organisation can provide up to three months of bank statements on request.   |[ ]
| Your community, group or organisation has not more than twelve (12) months operational reserves and can demonstrate this on request.  |[ ]
| Your application does not exceed the £5,000.00 application limit  |[ ]
| Where relevant, your community, group or organisation has a current Safeguarding policy.   |[ ]
| Your community, group or organisation has a current Equality and Diversity policy.   |[ ]
| Your community, group or organisation has a Data Protection policy in place that shows due regard to General Data Protection Regulations (GDPR).    |[ ]
| Where relevant, staff and volunteers have had a current DBS check.  |[ ]
| You have not had funding for the same project from another source.   |[ ]
| If you have an application pending for funding of the same project, please let us know the details here:  |  |