**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: |  |