**RURAL MICRO CAPITAL GRANT PROGRAMME 2020**

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|  | ***ELIGIBILITY GUIDELINES - KEY TIPS*** | **Y/N** |
|  | All applications to be submitted via email only. All documents must be submitted in electronic format (Word or pdf) in one single email per application. Applications can be scanned in but photographs are not acceptable. Electronic documents must contain relevant signatures. Check off the CHECKLIST on the GUIDANCE DOCUMENT and make sure all requested documents ate ATTACHED: quotes, constitution, recent bank statement, accounts, leases etc. |  |
| 1. | Applicant is based in a rural area. (Q1.1) Outside Dungannon , Cookstown, Coalisland and Magherafelt Towns |  |
| 2. | Applicant organisation is not-for-profit community / voluntary. (Q1.9)- ref Constitution |  |
| 3. | The project addresses an issue of local poverty and / or social isolation, in line with the key objectives of the Rural Micro Capital Grant Scheme 2019? (Q 2.3)- Link Project back to Annex 3: Give brief explanation on how project addresses either: (1) Access Poverty (2) Financial Poverty (3) Social Isolation |  |
| 4. | The project has NOT commenced / items have NOT been purchased yet. (Q2.6)  If you select YES then your application will be ineligible and you can’t be funded |  |
| **5.** | At least 2 quotes, dated prior to the close of the call and containing the suppliers name have been provided for each item to be purchased. (Q3.1 & Annex A)Must be: ‘like for like’, dated before call closure, from 2 different suppliers, have suppliers name, be addressed to the group, refers to item(s) / specification(s), if you receive an emailed quote then you must show/attach the full email. If large number of small items, try to get a single quote price for all items together as opposed to itemized. Ensure dates are printed or use screen shots if printed from internet. Cheapest quote(s) must always be chosen. ATTACH QUOTES |  |
| 6. | Grant requested is between £200 and £1,500 (Q3.2) |  |
| 7. | Applicant is providing minimum 15% match funding (Q3.2) - £1,500 is the maximum that can be claimed and full project cost cannot exceed £3,000 |  |
| 8. | The project can be completed and grant claimed by 31 March 2021? (Q3.3)  If you select No then your application will be ineligible and you can’t be funded. |  |
| 9. | Applicant has provided copy of their Constitution / Governing documents which confirms the Management Committee has a minimum of three people and at least two signatories are required for cheques / withdrawals. On your Constitution Please highlight where there is evidence of min. 3 people on committee e.g. refer to Officer section which may indicate for e.g Committee Roles ( e.g Chair / Sec / Treasurer). Also highlight where your constitution proves 2 out of 3 signatories are required to sign cheques / BACS. **ATTACH CONSTITUTION** |  |
| 10. | Applicant has provided copy most recent Bank / Building Society statement bearing the applicant organisation’s name. Statement within last 3 months and must have Same name as that which appears on your Constitution On your bank Statement please highlight Group Name and date of Statement ATTACH RECENT STATEMENT |  |
| 11. | Applicant has provided their most recent signed Accounts or signed financial statement.-Annual Accounts for most recent financial year and must be signed as adopted by Group. Please highlight your group Income and Period/year which your accounts cover ATTACH ACCOUNTS |  |
| 12. | Projects involving work to modernise a building, proof of ownership or lease is enclosed.  If premises are being modernized, then only the Group who owns the building or a Group that has a valid Lease can apply. **IF APPLICABLE ATTACH LEASE** |  |
| 13. | Applicant has an annual income less than £80,000 (not including in-year restricted funds, e.g. non-business / grant income) - e.g. One-off grants for a very specific and discreet project can be discounted from annual income only if shown as Restricted On your Annual Accounts please highlight where it indicates restricted reserves if applicable |  |