

Information required before funding can be released*

1. A copy of the organisation's Constitution
2. Bank account details
3. A copy of your public liability insurance
4. A copy of Employer's Liability Insurance if employing staff
5. An Equal opportunities statement
6. Copy of previous years' accounts
7. <i>For new groups</i> - a bank reference for the Chair, Secretary or Treasurer or a Guarantor
8. a). The name and Criminal Records Bureau (CRB) vetting number of any adults who will be working with children; or b). Written confirmation that any children involved in the activities being provided by your organisation will be accompanied by a parent/guardian
9. A copy of your child protection policy
10. If you are working with vulnerable adults, you must have: a Protection of Vulnerable Adults policy and procedure; and staff/volunteers trained in the protection of vulnerable adults etc. Please provide the necessary evidence that you meet the standards expected by the Council (confirmed through Sharon Cole – Safeguarding Manager)
11. A copy of a responsible person's Hygiene Certificate if the organisation is providing catering itself
12. Information on how activities / project will be advertised
13. Any other sources of income you will be receiving to pay for this event
14. How many people do you estimate will attend (per session / overall)
15. What you hope to achieve
16. A full breakdown of timetable for activities / project
17. A full breakdown of how the funding will be spent with estimated dates
18. Two estimates for all purchases
19. How you will measure the success of your activity / project
20. References from Head teachers if project is to be delivered in schools

****Please note other information may be required depending on the nature of the project.***