



Mandatory Attachments Required

1. Draft Partnership Agreement
2. Last two years annual accounts
3. Insurance cover – evidence that adequate levels of indemnity are in place.
4. Banking arrangements – details of a separate project account or dedicated cost centre.
5. Lead Partner Organisational Chart
6. VAT Registration Certificate
7. Tax Clearance Certificate/Certification of Tax Compliance
8. Lead Partner Constitution
9. Budget Rationale
10. Risk Register
11. Financial Management

Plus for Capital Projects also include:

12. Proposed Building Works
13. Evidence of Security of Tenure
14. Planning Consent
15. Landlord Approval
16. Evidence that statutory obligations have been/will be met



17. Site Investigations - If site investigations have been undertaken prior to making the application, please outline any findings.
18. Environmental Impact Assessment (EIA)
19. Design Information - This should include site plans, floor plans, architects' drawings and elevations.
20. Professional Estimates - The budget should be supported with appropriate Professional Estimates.
21. Insurance - Evidence to be provided that an adequate level of indemnities is in place
22. Match funding - Evidence to be provided that the full funding package is in place and the source(s) of the matching funding.
23. Cash flow - showing that the ongoing operational costs have been considered and how these costs will be met.