

CHECKLIST OF SUPPORTING DOCUMENTS - PLEASE UPLOAD VIA WEBSITE

We will accept hard copies by post (or electronic copies preferably on CD) if you are unable to provide supporting documents online. If you submitted any documents with a previous application and no changes have been made since then you do not need to re-send.

Essential - for all applicants:

1. Your organisation's governing document (if not previously supplied).
2. List of current Trustees or directors.
3. Copy of a minute from a meeting of your organisation's Trustees or directors, formally recording the decision to take the project forward and apply for a grant from the AHF.
4. Your organisation's latest audited accounts and balance sheet, recent management accounts (if available) or up-to-date certified financial statement.

Copy of a recent bank statement showing the sort code and account number

5. Proof of your organisation's ownership of the building (e.g. copy of the title deed from the Land Registry) or evidence that your organisation can acquire the building (e.g. a letter from the owner indicating a willingness in principle to transfer ownership to your organisation).

6. At least **6 high quality digital images** of the building and any associated community events and activities.

Optional - if relevant and available:

7. Evidence of work done to demonstrate that your project will be viable (e.g. project viability report, feasibility study or options appraisal) and permissible in planning and conservation terms (e.g. copy of pre-application advice received).

8. Valuation report.

9. Building condition report / structural survey.

10. Evidence of community consultation.

11. Market research report / evidence of demand from users.

12. Copy of briefs for the development work.

13. List of consultants invited to quote for the development work and a

copy of the preferred quotation or tender.

14. Job description and person specification of the individual(s) who will be working on the project (either existing staff or new staff to be appointed).
15. CV of the individual recruited to work on the project.
16. Estimated capital project cost breakdown.
17. Project fundraising strategy.
18. Relevant correspondence with potential project funders.
19. Copies of any grant offer letters (relating to current development funding only).
20. Signed partnership agreement.
21. Any other relevant information