

DOCUMENT CHECKLIST

MUST BE SUBMITTED WITH APPLICATION

A governing document specific to your organisation that:

Is signed by a member of your management committee

Confirms you're operating not-for-profit

Contains a dissolution clause outlining that assets will be distributed to charitable organisations with similar aims and objectives should your organisation cease to operate

Accounts for the past year, or an Income and Expenditure document if organisation is less than a year old

A recent bank statement or paying-in slip (to verify organisation's bank details should your application be successful)

Names and addresses of three independent management committee members, with at least two cheque signatories identified. All management committee members and signatories must be unrelated and live at different addresses.

