

RURAL MICRO CAPITAL GRANT PROGRAMME 2024

	ELIGIBILITY GUIDELINES - KEY TIPS – FOLLOW THIS EXACTLY :)	Y/N
	<p style="text-align: center;">All applications must be submitted and accessed on-line via the official link only: https://digitalapps2.daera-ni.gov.uk/RMCGS/StartPage</p> <p style="text-align: center;">All documents must be attached and submitted in electronic format (Word or pdf etc) All documents must contain all relevant dates and signatures: Constitution / Accounts / Lease etc. Use CHECKLIST before submitting to ensure all requested documents are attached etc. All documents should be the correct way up on screen and totally clear and legible.</p>	
1.	Applicant is based in a rural area . Project and organization must be based in a Rural Ward / located outside 30m zone of the main towns: Dungannon, Coalisland, Cookstown, and Magherafelt.	
2.	Applicant organisation is not-for-profit community / voluntary . Constitution must be fully Signed-off and dated as approved by Committee. Churches and CICs are ineligible.	
3.	The project addresses an issue of local poverty and / or social isolation . Tick only ONE box most relevant to project. Link Project back to Guidance Notes. Give brief explanation on how project addresses either: (1) Access Poverty (2) Financial Poverty (3) Social Isolation or (4) Energy Efficiency / Environmental Improvements. Energy Efficiency: eligible costs include, e.g., draft proofing, double glazed windows, change of lighting to LED, light sensors/timers, insulation, replace kettles with a water boiler etc. Environmental Improvements: e.g. purchase of gardening equipment, e.g. tunnel kits, pots, spades, hoes and raised beds. Maximum of 15% of the overall project costs may be used to purchase plants, trees, hedges, flowers etc. (Plants / shrubs / flowers must be Perennial).	
4.	The project has NOT commenced / items have NOT been purchased yet . Quotes dated AFTER opening and before CLOSE of call . If you select 'YES' your application will be ineligible and you can't be funded.	
5.	At least 2 quotes from different suppliers have been provided for each item to be purchased. 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 large number of small items: try to get a single quote price for all items together as opposed to itemized lists. Ensure dates are printed or use screen shots if printed from internet. Cheapest quote(s) must always be chosen. ATTACH BOTH QUOTES FOR EACH ITEM.	
6.	Grant requested is between £500 and £2,000 - Total project cannot exceed £4,000 (including VAT).	
7.	Applicant is providing minimum 15% match funding - £2,000 is the maximum that can be claimed. The full project cost cannot exceed £4,000 / grant cannot be a part of a larger project.	
8.	The project can be completed and grant claimed before 25 October 2024 . If you select 'NO' then your application will be ineligible and you can't be funded.	
9.	Constitution / Governing documents - minimum of 3 people and at least 2 cheque signatories are required: 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 please highlight where your Constitution proves 2 out of 3 signatories are required to sign cheques / BACS. ATTACH FULLY ADOPTED CONSTITUTION FULLY SIGNED & DATED	
10.	The application has been made by a person in authority within the organisation, i.e. Chairperson, Secretary or Treasurer, or provided with the authority to act on the organisation's behalf . If the latter is the case, evidence of permission has been uploaded to the online system.	
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 FULLY SIGNED & DATED ACCOUNTS	
12.	Projects involving work to modernise a building / fixed-in items - IF APPLICABLE ATTACH LEASE OR PROOF OF OWNERSHIP FULLY SIGNED BY ALL PARTIES If premises are being modernized, then only the Group who owns the building or a Group that has a valid Lease can apply. highlight dates, names of parties, signatures.	
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 one-off restricted income if applicable.	