

RURAL MICRO CAPITAL GRANT PROGRAMME 2020

	ELIGIBILITY GUIDELINES - KEY TIPS – FOLLOW THIS EXACTLY :)	Y/ N
	<p>All applications must be submitted via email only. All documents must be submitted in electronic format (Word or pdf) in one single email per application.</p> <p>Complete your application Form and also forward it in Word format (just type in signatures).</p> <p>All documents must contain relevant dates and signatures: Constitution / Accounts / Lease etc. Use CHECKLIST to ensure all requested documents are attached: quotes, constitution, recent bank statement, annual accounts, lease etc. Photographs of documents are <u>not</u> acceptable.</p>	
1.	Applicant is based in a rural area. (Q1.1) 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. (Q1.9) – Constitution must also be fully Signed-off and dated as approved by Committee.	
3.	The project addresses an issue of local poverty and / or social isolation , in line with the key objectives of the Rural Micro Capital Grant Scheme 2019? (Q 2.3) - Link Project back to Annex 3: Give brief explanation on how project addresses either: (1) Access Poverty (2) Financial Poverty (3) Social Isolation. For Q 2.4 Tick only ONE box that is most relevant to your project.	
4.	The project has NOT commenced / items have NOT been purchased yet. (Q2.6) If you select 'YES' then your application will be ineligible and you can't be funded.	
5.	At least 2 quotes , dated prior to the close of the call and containing the suppliers name have been provided for each item to be purchased. (Q3.1 & Annex A) - 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 you receive an emailed quote then you must show/attach the full email. 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	
6.	Grant requested is between £200 and £1,500 - (Q3.2) Total project cannot exceed £3,000	
7.	Applicant is providing minimum 15% match funding (Q3.2) - £1,500 is the maximum that can be claimed. The full project cost cannot exceed £3,000 / grant cannot be a part of a larger project.	
8.	The project can be completed and grant claimed by 31 March 2021? (Q3.3) If you select 'NO' then your application will be ineligible and you can't be funded.	
9.	Applicant has provided copy of their Constitution / Governing documents which confirms the Management Committee has a minimum of three people and at least two signatories are required for cheques / withdrawals. 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 CONSTITUTION	
10.	Applicant has provided copy most recent Bank / Building Society statement bearing the applicant organisation's name. Statement within last 3 months and must have same name as that which appears on your Constitution. On your Bank Statement please highlight Group Name and date of Statement. ATTACH RECENT STATEMENT	
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 ACCOUNTS	
12.	Projects involving work to modernise a building , proof of ownership or lease is enclosed. If premises are being modernized, then only the Group who owns the building or a Group that has a valid Lease can apply. IF APPLICABLE ATTACH LEASE OR PROOF OF OWNERSHIP	
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.	