

## RURAL MICRO CAPITAL GRANT PROGRAMME 2022

	ELIGIBILITY GUIDELINES - KEY TIPS – <b>FOLLOW THIS EXACTLY :</b> )	Y/N
	<p style="text-align: center;"><b><u>All applications must be submitted and accessed on-line via the official link only:</u></b>  <a href="https://daera.outsystemsenterprise.com/RMCGS/StartPage">https://daera.outsystemsenterprise.com/RMCGS/StartPage</a>  <b>All documents must be attached and submitted in electronic format (Word or pdf etc)</b>  <b>All documents must contain all relevant dates and signatures: Constitution / Accounts / Lease etc.</b>            Use <b>CHECKLIST</b> before submitting to ensure all requested documents are attached etc.  <b>All documents should be the correct way up on screen and totally clear and legible.</b></p>	
1.	Applicant is <b>based in a rural area</b> . 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 <b>not-for-profit community / voluntary</b> . Constitution must be fully Signed-off and dated as approved by Committee.	
3.	The project <b>addresses an issue of local poverty and / or social isolation</b> . Tick only ONE box most relevant to project. Link Project back to Guidance Notes. Give <b>brief</b> 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. <b>Maximum of 15% of the overall project costs may be used to purchase plants, trees, hedges, flowers etc. (Plants / shrubs / flowers must be Perennial).</b>	
4.	The project has <b>NOT commenced / items have NOT been purchased yet</b> . If you select 'YES' then 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. <b>ATTACH BOTH QUOTES FOR EACH ITEM.</b>	
6.	Grant requested is between £200 and £1,500 - Total project cannot exceed £3,000 (including VAT).	
7.	Applicant is <b>providing minimum 15% match funding</b> - £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 <b>by 31 March 2023?</b> 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 <b>please highlight</b> 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 <b>please highlight</b> where your Constitution proves 2 out of 3 signatories are required to sign cheques / BACS. <b>ATTACH FULLY ADOPTED CONSTITUTION WITH SUGNATURES</b>	
10.	The application has been made by a person in authority within the organisation, i.e. Chairperson, Secretary or Treasurer, <b>or provided with the authority to act on the organisation's behalf</b> . 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 <b>signed</b> as adopted by Group. <b>Please highlight</b> your group Income and Period/year which your accounts cover. <b>ATTACH SIGNED &amp; DATED ACCOUNTS</b>	
12.	Projects involving work to modernise a building / fixed0in items - <b>IF APPLICABLE ATTACH LEASE OR PROOF OF OWNERSHIP FULLY SIGNED BY ALL PARTIES</b> If premises are being modernized, then only the Group who owns the building or a Group that has a valid Lease can apply. <b>highlight dates, names of parties, signatures.</b>	
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 <b>please highlight</b> where it indicates one-off restricted income if applicable.	