

## Community Transport Fund Supporting Documentation Checklist

Applications can only be processed when all of the required documentation has been received. **This must include 2 or 3 photos of the venue, facility or project for which you are seeking funding.**

Please tick to confirm which documents are enclosed with the application. If you are unable to provide any of the required documentation, need additional support or you have any questions please contact

Sharon Garth on 01263 516248 or email [supporting.communities@north-norfolk.gov.uk](mailto:supporting.communities@north-norfolk.gov.uk)

Project Name		
Send with application	Yes / No	
Completed application form signed by main or second contact		
Completed and signed independent referee form		
Copy of organisations constitution or governing document		
Copy of the most recent Audited Accounts; that are independently examined / Income and Expenditure Accounts		
Latest bank statement or copy of building society pass book (this must have the organisations name on it and show sort code and account number)		
Photos of the project requiring funding		
Copies of the organisations policies / procedures such as Equality and Diversity, Equal Opportunities, Safeguarding Vulnerable Adults, Child Protection, Volunteer.		
Please state which policies/ procedures are enclosed		