



MARKET TOWNS INITIATIVE

Supporting documentation checklist

Applications can only be processed when all of the required documentation has been received. Please tick to confirm which documents are enclosed with the application. If you are unable to provide any of the required documentation, need any additional support or you have any questions please contact Emma Denny on 01263 516010 or email mti@north-norfolk.gov.uk

Project Name: _____

Send with Application

Document	Yes	No	N/A
Completed application form signed by main or second contact			
Copy of organisation's constitution or governing document			
Copy of most recent annual accounts that are independently examined or audited			
Latest bank statement or copy of building society pass book			
Copies of Equality and Diversity, Equal Opportunities policies and procedures			
Evidence of the on-going financial sustainability of the project			
Evidence of community consultation / support for project			
Evidence of match or other funding (if applicable)			
Copies of policies and procedures relevant to project e.g. Safeguarding vulnerable adults, Child Protection, Volunteer			

