


Grant Application Check Sheet

Do you know what the maximum award is?	Do you need a copy of your organisation's constitution?	Do you need to send a copy of the latest set of accounts?	Do you need to have other funding in place as well?
Have you discussed your project with the funding organisation?	Have you read all the guidance notes?	Do you know if there is a deadline for sending in the application?	Has the application been filled in correctly and neatly?
Have you checked that you are applying to the most suitable funding source for your project?	Do you want a Breckland Officer to check your application before you send it?	Have you enclosed all the information that has been requested by the funder?	

Make sure you can tick all the boxes above before you send your application off. Many applications get returned due to them not being filled in correctly. For further help and assistance please contact the Community Development Team at:

Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE. Or call: 01362 656 290

We would be happy to help you.