

Appendix B – Full Application Checklist

Business plan	A business plan
Financial standing of the business	<p>Existing businesses to submit previous 2 years full accounts</p> <p>New businesses/start-ups to obtain an opening statement from an accountant, signing off cashflow forecast of the applicant.</p> <p>Self-employed applicants may not produce formal business accounts but will have tax returns that can be assessed.</p>
Cashflow forecast	A detailed and realistic cashflow forecast of the business for the next 2 years
Proof of funding	Applicant will need to provide proof of funding to be able to bankroll the project. This can be with either a bank statement or a letter from the bank confirming funds by way of overdraft or loan facility. Evidence will need to be in the name of the business.
<p>Appropriate consents and permissions:</p> <ul style="list-style-type: none"> • Copy of full planning permission or • Tenancy agreement information • Environmental consents • Listed building consents • Any other licences or consents required for the project 	Tenancy information must include the sections from the tenancy agreement containing the property address, tenant, landlord, signatures and for fixed term agreements, the tenancy term.
Summary of impact – what outputs and outcomes will be achieved	Outputs and outcomes and impact of the project will help with the assessment of value for money, such as jobs created, increase in turnover etc.

	Value of contract	Minimum procedure
Quotes in-line with DLUHC guidance	£0 - £2,499	Direct award
	£2,500 - £24,999	3 written quotes or prices sought from relevant suppliers of goods, works and / or services
	Over £25,000	Formal tender process for building works and 3 quotes for off the shelf items
If applicable, proof of irrecoverable VAT on eligible costs	You will need to provide evidence of the VAT status of the business that confirms that you are not VAT registered or are making exempt supplies (confirmation letter from a professionally qualified independent accountant)	
Additional evidence of support for the project	For example, this will be letters of support or forward orders from existing/potential customers and trade industry organisations where their support is linked and of benefit to the project.	
Evidence of need and demand for the project and unmet demand	Feasibility studies, market research, marketing plan or publicity plan	
Equality and/or Diversity Policy		