



Hinckley & Bosworth
Borough Council

in collaboration with

THE VOLUNTARY &
COMMUNITY SECTOR

Community Volunteer Fund Application CHECKLIST



This document is to be used in conjunction with your
Community Volunteer (CVF) Funding Application.

Applications re Organisational Funding up to and including **£500 maximum**.

Please be aware that we cannot fund any activity or project retrospectively, any funding is strictly for future endeavors.

ESSENTIAL DOCUMENTS

- ☐ Completed Application Form – Signed and Dated
- ☐ Copy of Governing Document or Group Constitution
- ☐ Full Costings of Project or Activity – Preferably utilising Excel Spreadsheet
- ☐ Signed Terms & Conditions with Agreement to Provide Feedback re Project / Activity Progression and Community Reach

SUPPORTING DOCUMENTS

- ☐ Where Appropriate Letter of Permission i.e. Parish Council
- ☐ Most Recent Bank Statement in Applicant or Organisational Name inc. Account No. Sort Code re Payee Reference
- ☐ Paying In Slip Name of Bank Account / Building Society
- ☐ Matched Funding Document – Detailing Amount and Source (Where Applicable)
- ☐ Letters of Support i.e. from your local councillor, schools, community groups, businesses etc.....
- ☐ Policy Documents that are appropriate to your organisation's work and the project / activity you are applying for funding regard
- ☐ Safeguarding Policies if your project / activity directly involves children and young