



Hinckley & Bosworth
Borough Council

in collaboration with

THE VOLUNTARY &
COMMUNITY SECTOR



Making a Difference Fund Application **CHECKLIST**

This document is to be used in conjunction with your Making a Difference (MaD) Funding Application.

Applications re Organisational Funding up to and including **£3000 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
- ☐ Copy of Governing Document or Group Constitution
- ☐ Activity Appropriate Policy Documents i.e. Safeguarding or Health and Safety
- ☐ Public Liability Insurance Document (where required)
- ☐ 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 Organisational Name inc. Account No. Sort Code re Payee Reference
- ☐ Paying In Slip Name of Bank Account / Building Society
- ☐ Finance Officer / Treasurer / Director of Finance Letter confirming any monies held in surplus i.e. earmarked reserves
- ☐ Matched Funding Document – Detailing Amount and Source (Where Applicable)
- ☐ Strategy Document – Detailing How the Project / Activity will Impact Local Residents or Members of the Organisation Applying for Funding
- ☐ Advertising Strategy – Detailing How You Intend to Reach Members of the Organisation or Community the Project / Activity is Intended to Engage With