

APPLICATION CHECKLIST

I would draw your attention to the Guidance Notes, Section 3 'How to Apply'.

Please ensure you have completed **all sections** of the Application Form in full.

The following sections must be completed in full to warrant a fully completed Application:

<u>Checklist</u>	<u>Completed/Enclosed</u>
Applicant Details	
Property Details	
Project Details	
Project Costs & Administration (including adequate quotations/tenders and copy of specification for each element of works)	
HMRC self-assessment number & company number	
Signed and completed Declaration	
Completed Annex B and/or Annex C	
Written evidence of seeking price checks and quotations of value of your project. (Scanned copies of the quotations can be accepted with your application).	