

What Documents Will I Need?

If you are invited to proceed to Stage 2 of the application process, you will need to provide some documentation to support your application. The documents listed below are required so that we can fulfil our legal obligations as a distributor of Lottery funds and also to assist our assessment of your application. We will need to see:

- ↻ Evidence of Legal Status/eligibility to apply
- ↻ Child Protection Policy
- ↻ Evidence of partnership funding
- ↻ A copy of most recent audited accounts (non statutory organisations)
- ↻ Income/Expenditure forecast for minimum of three years
- ↻ Copy of Affiliation to NGB sports where required
- ↻ Risk register
- ↻ Project delivery programme (Gantt Chart if possible)

Revenue only

If employing someone

- Job Description
- Person specification
- Terms and conditions
- Salary evaluation

Capital Only

- Security of tenure
- Site Investigations
- Statutory Consent
- Design Drawings
- Design information

Your Development Manger may advise you of other documentation we will require and on our Pre Application page you can access a number of useful templates to assist you.

You may submit your documents in electronic or hard copy formats. Where possible we prefer you to attach documents to your on-line application. There is an "upload" facility which you can access as you complete your Stage 2 Application. However, if you have only paper copies of some of your documents, then please post these in to your regional office after you have submitted your electronic Stage 2 Application. The address of your regional office can be found via the Pre Application page.