**AIM FOR GOLD**

**Tier 2 & 3 GRANT APPLICATION GATEWAY CHECKLIST Business Name:**

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| --- | --- | --- |
| **Task /Document completed** | **Y/N** | **Comment / Attachment** |
| **PRE-GRANT CHECK** |  |  |
| A4G 001 - Postcode Checker Form |  |  |
| A4G 002 Business Registration & Single Declaration Form – signed and dated – ensure this is dated and issued before P13 is completed. |  |   |
| A4G 010 State Aid Letter dated before start of P13 support |  |  |
| A4G 003 Business Diagnostic, (P13) Business Resilience, Recovery and/or Growth Strategy/Action Plan Form, signed and dated  |  |  |
| A4G 003A Expression of Interest (EOI) form signed and dated |  |  |
| EOI Feedback Form signed and dated or copy of email if issued as a matter of urgency |  |  |
| A4G 012A Grant Application - signed and dated |  |  |
| **FINANCIAL REVIEW STATEMENT** |  |  |
| A4G 013 Business Financial Review Statement - signed & dated by Finance and Productivity Officer |  | Pass/Fail |
| **PROCUREMENT CHECK – Please complete step 6 OR 7** |  |  |
| **Any project under £24,999 (ERDF grant + Match funding)**Minimum 3 quotes submitted by SME (based on like for like Specification)* A4G 0116 Template for Specification for items to be procured or a specification document
* Ensure quotes are dated within 30 days of submission
* If quote selected, completed Procurement assessment form & conflict of interest form with objective justification – signed and dated A4G 018 High Value procurement and A4G 019 Low Value procurement
* Conflict of Interest Declaration in Procurement signed and dated
* Tender Justification Form (if less than 3 quotes received) – signed and dated, supported by evidence of why 3 quotes could not be obtained.

\*For items over £5,000, it is advised to advertise the spec on [www.finfitintheblackcountry.org](http://www.finfitintheblackcountry.org) for 10 days just in case 3 quotes cannot be obtained. Screenshot of tender by AIM for GOLD Project Management Team.Quotes must be under 60 days when payment is made. If quotes are over 60 days old, the procurement has to be re-run or new quotes acquired |  |  |
| **Projects over £25,000. (ERDF grant + Match funding)****Is the project works or services? This will require a tender (Technical specification – no naming of brands or makers as under ERDF rules this is considered pre-selection, i.e. it is not a fair and open competition)** **Projects that involve supplies between £25,000 and £181,306 can submit 3 quotes.** * Submit specification - A4G Team will upload it on [www.finfitintheblackcountry.org](http://www.finfitintheblackcountry.org) for 10-14 working days
* Screenshot of tender – by AIM for GOLD Project Management Team
* Ensure quotes are dated within 2 months of submission or within Tender period.
* Procurement Request for information spreadsheet completed
* Completed Procurement assessment form and conflict of interest form with objective justification – signed and dated
* Tender Justification (if less than 3 quotes received) – signed and dated

Quotes must be under 60 days when payment is made. If quotes are over 60 days old, the procurement has to be re-run or new quotes acquired |  |  |
| **FINANCIAL CHECK** |  |  |
| 2 years Financial Statements plus latest Management accounts:* The latest registered accounts (P&L and Balance Sheet)
* The most recent complete month before the application is submitted.
* 12 month & 24 months Cash flow forecast & Profit & Loss statements

If Annual Accounts were submitted with the EOI, then they do not need to be re-submitted. |  |  |
| * Current bank statements covering latest 60 days (in date order)

If the application is submitted within 10 days of the EOI and bank statements were provided with EOI, then they do not need to be resubmitted. |  |  |
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| **DOCUMENTS REQUIRED TO CLAIM GRANT** |  |  |
| * 3 quotes
* A4G 019 Completed Low Value Procurement Assessment Form & Conflict of Interest Form
* Invoice from supplier
* Bank statement showing that the invoice has been paid.
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