**AIM FOR GOLD**

**TIER 1 SMALL GRANT APPLICATION GATEWAY CHECKLIST Business Name:**

|  |  |  |
| --- | --- | --- |
| **Task /Document completed** | **Y/N** | **Comment / Attachment** |
| **PRE-GRANT CHECK** |  |  |
| A4G 001 - Postcode Checker Form |  |  |
| De Minimis Letter |  |  |
| Single Declaration Form – signed and dated – ensure this is dated and issued before P13 is completed. |  |  |
| A4G 003 - Business Diagnostic (P13) and Business Strategy completed – signed and dated | N/A | EOI not required for small grants |
| Need for Grant questionnaire (4 questions) |  |  |
| Digital Review (optional) |  |  |
| Financial review (optional) |  |  |
| **SUPPORTING DOCUMENTS** |  |  |
| * Latest Accounts or /Management Accounts * Last two months bank statements in date order. * 3 quotes (only if available at application stage) |  |  |
| **DOCUMENTS REQUIRED TO CLAIM GRANT** |  |  |
| * 3 quotes * Completed Low Value Procurement Assessment Form & Conflict of Interest Form * Invoice from supplier * Bank statement showing that the invoice has been paid. |  |  |
|  |  |  |