

CECF Checklist

For more information email: communitygreenspace@pkc.gov.uk
or telephone (01738) 476000

Please type or complete in black ink. This form is available on-line at <http://www.pkc.gov.uk/CECF>.

IMPORTANT:

Your application can only be processed if all the questions on the form are completed, the form is signed by an appropriate person and we receive all the necessary documents.

Please use this checklist to ensure you are sending us everything we need to consider your application promptly.

- Application form – complete and signed
- Copy of constitution or set of rules – dated and signed
- Copy of a current bank statement for your group
- Copy of lease / licence to occupy / title / signed landowner consent for the land or facilities of your project
- Letters (or Emails) of support from all councillors in your Ward
- *Find your local councillor [here](#)*
- A copy of your groups most recent annual accounts, dated and signed as approved
- Written support from ALL relevant PKC departments – planning, roads, community greenspace etc. *With particular reference to PKC adoption of site or commitment to ongoing maintenance*
- Copy of CECF Sums spreadsheet for your project – complete with details of match funders
- Copy of Public Liability Insurance
- An annotated map of your project location and key features
- Copy of Employers Liability Insurance (if required)
- Copy of a Child Protection Policy (if required – i.e. if your Group provides services for children and young people)
- If you are a new Group (<12 months old), a statement of your estimated income and expenditure for the first year
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- Copies of any quotations received for your project
NOTE: this is essential if you are requesting funds in advance of works taking place