

**Shetland Islands Council
Coastal Communities Fund
Single stage/Stage Two Application Checklist**

This document is designed to clarify the documents and information applicants must submit along with their completed Single Stage or Stage Two application form to the Coastal Communities Fund.

Document / information required	Yes	No
Have you attached a copy of your organisation's governance document (eg Constitution document)?		
Have you attached documentary evidence showing which individuals/office bearers have the necessary authority to sign for your organisation (eg accept offers of grant).		
Have you attached evidence of ownership of facility (not required for revenue projects)?		
For capital projects, have you provided copies of statutory consents e.g. building warrant or written confirmation that statutory consents do not apply to your project (not required for revenue projects)?		
For revenue projects, have you provided a copy of job description and person specification for post(s) to be paid for by Coastal Communities Fund monies?		
Have you supplied copies of your organisation's last 3 years annual accounts (not required for public bodies)?		
Have you provided written confirmation of match funding from each funding source – including own funds contribution where applicable?		
Have you provided a copy of your organisation's most recent bank statement, dated within the last three months? (not required for public bodies)		
Have you provided a copy of your organisation's Business Plan / Project Plan / Business Justification Case?		
Have you provided the required number of tenders/quotes to evidence project costs and/or justification for not providing the number required? (See Best Value & Recruitment Guidelines)		
Does the tenders/quotes provided match the project costs in your application form?		
Have you provided copies of your organisation's Protection of Vulnerable Groups policies and procedures?		
Have you provided evidence of support and need for this project i.e. community consultation, letters of support, strategic links etc.		
If applicable, have you provided the additional information as requested from the Coastal Communities Fund Panel from the Stage one application assessment? (if applicable)		
<i>For internal Council applicants: Evidence of discussions with Finance (eg copy e-mail from relevant Service Accountant) on confirming project cost centre/managing project budget.</i>		

Single Stage and Stage Two applicants must answer "yes" to all of the above to ensure their application is complete and ready for submission.



Please note failure to provide the above documentation may result in your application being returned or deferred to a future Coastal Communities Fund panel meeting. Applicants may attach a copy of the completed checklist with their application form.

If you are in any doubt of what is required please contact officers in the Development Services Directorate as early as possible for guidance.

Shetland Islands Council

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