



Ramsgate Pride in Place Community Action Grant

Appendix B: Applicant Document Checklist

Applicant Type	Core Evidence	Possible Additional Evidence
Charity/CIO	Registration details; governing document; recent accounts; bank evidence; policies.	Charity filings; management accounts; forecasts; trustee information.
Company/CIC	Companies House details; articles; recent accounts; bank evidence; policies.	Director information; management accounts; forecasts; subsidy control information.
Constituted group	Constitution/rules; committee details; accounts or income/expenditure record; bank account with appropriate controls.	Minutes approving application; cashflow; host organisation agreement.
Sole trader/freelancer	UTR/self-employment evidence; bank evidence in legal/trading name; trial balance or financial records.	Tax return, income evidence, insurance, references.
Partnership application	Lead applicant documents plus partner confirmations and roles.	Collaboration agreement, delivery schedule, data-sharing arrangements.