

## Capital Checklist:

1. Submit online application form with the following attachments:
  - List of your organisation / company management committee / board of trustees / board of directors with at least 3 unrelated people as members (a list of those directors will be required showing who has bank authorisation)
  - A written constitution / articles / set of rules
  - A copy of your most recent annual accounts or financial records showing your organisation's balance of funds, income and reserves
  - A bank account in the name of the organisation with at least two unrelated signatories
  - A bank statement from the last 3 months
  - Safeguarding policy
  - Equal opportunities policy
  - Quotes for capital items over £300
  
2. Download **Application Form Part B** and **Subsidy Control Declaration Letter** from [webpage](#) and submit via email [info@heartofenglandcf.co.uk](mailto:info@heartofenglandcf.co.uk) using your organisations name and fund name i.e Warwickshire County Council Social Impact Fund - Capital as the subject together with
  - Business plan
  - Project Timeline
  - Risk register and monitoring information
  - Evidence from any other funders that any other funding is agreed and in place
  - Evidence from other partners of their support for the project
  - Relevant permissions
  - Any other supporting documents (please list)