**Application Form Checklist**

Before submitting your application please read all the tasks in the table below and tick the appropriate box against each relevant task. If a task is not applicable please tick n/a.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Yes** | **No** | **N/A** |
| Read the 2022-23 Irish FA/DCMS Facilities Investment Fund Information and Guidance Notes in full |  |  | **-** |
| Answer all mandatory questions in the application form that are marked with an asterisk (\*) |  |  | **-** |
| Upload copy of constitution (only required if the applicant is a football-focused Community Sports Organisation) |  |  |  |
| Upload any evidence of ‘state of readiness’ (where applicable) |  |  |  |
| Upload any evidence of match funding (confirmed/unconfirmed/in-kind contributions), ie bank statements, copy/copies of Letter/s of Offer, funding agreements, volunteer timesheet (if applicable)  |  |  | **-** |
| Upload a copy of Sport NI’s 2021 ‘Building Better Sports Facilities’ Letter of Offer (if applicable) |  |  |  |
| Upload a recent bank statement (within the last three months) confirming the bank account details provided |  |  | **-** |
| If your organisation is the owner/freeholder of the land/ building, upload a copy of title deeds (where applicable) |  |  |  |
| If your organisation is not the owner/freeholder of the land/building, upload a copy of the lease agreement (where applicable)  |  |  |  |
| Upload confirmation of statutory approvals (if applicable) |  |  |  |
| Complete and upload Annex 1 Volunteer Timesheet (if applicable) |  |  |  |
| Complete and upload Annex 3 Total Project Costs Template |  |  | **-** |
| Complete and upload Annex 4 Project Targets and Outcomes Template |  |  | **-** |