

Checklist

We aim to let you know as quickly as possible whether your application has been successful.

If you have not answered all of the questions or enclosed all of the required information it will take longer to deal with your application.

Please use this checklist to make sure you have included the following:

- A fully completed and signed application cover sheet
- A proposal document covering all the points (pages 10 - 12)
- An income and expenditure budget for the proposed work
- The current year's summary income and expenditure report for the organisation
- Your most recent annual report
- Your most recent full accounts

If your organisation has recently operated at a deficit please provide your plan for the future, how you will deal with the deficit and over what period

If your application relates to overseas work please provide copies of the documents demonstrating compliance with the Charity Commission guidelines relating to charities working overseas.

If your application relates to work with vulnerable adults or children please provide copies of the relevant policies:

- Equality and Diversity policy, if you have one
- Your business plan if relevant to your application
- A S.A.E. or main email contact address for our acknowledgement



JAMES / TUDOR
FOUNDATION

The James Tudor Foundation
WestPoint
78 Queens Road
Clifton
Bristol BS8 1QU

0117 9858715

admin@jamestudor.org.uk