



Officer Grant Processing Checklist

Organisation:
Project Title:
Grant Award: £

- ☐ Application received at least 3 months before project
- ☐ Applicant eligible
- ☐ One application this financial year
- ☐ Bank statement received (less than 3 months old)
- ☐ Bank account name matches organisation
- ☐ Annual accounts received
- ☐ Match funding evidence received (if applicable)
- ☐ Project has not already commenced
- ☐ Previous grant conditions complied with
- ☐ Recommended grant amount recorded
- ☐ Decision recorded
- ☐ Payment authorised
- ☐ Monitoring diary created
- ☐ Report presented to Council

Officer Comments: