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TOWN CENTRE GROWTH FUND 2023 APPLICATION ASSESSMENT

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

STAGE	RESULT	OFFICER (Name and role)	DATE
COMPLETENESS (YES/NO)*			
APPLICANT ELIGIBILITY (ELIGIBLE/INELIGIBLE)			
FINANCIAL ELIGIBILITY (ELIGIBLE/INELIGIBLE/NA)			
PROJECT APPRAISAL (FUND/ADD TO WAITING LIST/REJECT/NA)			
ASSESSMENT REVIEW (REVIEWED/NA)			
GRANT APPROVAL (APPROVED/NOT APPROVED)			

*If the result of the Completeness stage is NO, then the result of the Applicant Eligibility stage **must be** INELIGIBLE and the result of the Grant Approval stage **must be** NOT APPROVED. The results of the rest of the stages will be NA.

TOWN CENTRE GROWTH FUND 2023 ELIGIBILITY ASSESSMENT CHECKLIST

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant is a sole trader, micro or small business.	Company Registration / Certificate of incorporation or HMRC registration letter Annual Accounts / Financial Records Section B.2. of the Grant Application Form		
The applicant is a retail and/or service business.	Company Registration / Certificate of incorporation Section B.2. of the Grant Application Form		



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CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant is registered or trading within the borough of Rugby.	Company Registration / Certificate of incorporation OR proof of Rugby trading address Section B.1. of the Grant Application Form		
The applicant has a UK bank account in the trading name (for sole traders) or the registered name (for micro and small businesses) of the organisation.	Bank statement from the current or previous month		
The applicant is in a stable financial position.	Annual Accounts / Financial Records for the required period, depending on applicant type		
If the applicant is an established micro or small business, the applicant has sufficient funds to match fund the project.	Bank statement / loan letter / grant letter		



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CRITERIA	EVIDENCE	ASSESSMENT	NOTES
The applicant has not received more than £315,000 in MFA over the last three consecutive fiscal years.	Section D.5. of the Grant Application Form		

TOWN CENTRE GROWTH FUND 2023-2024 PROJECT APPRAISAL REPORT

APPLICANT NAME: _____

PROJECT TITLE: _____

APPLICATION REFERENCE NO.: _____

CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
How well does the project meet the aims of the Fund?	Sections C.1., C.2., C.4. of the Grant Application Form	30		Succinctly explain why the project meets/does not meet the criteria.
How well does the project show additionality i.e., how the grant will contribute to a project being delivered faster, at a larger scale, with less disruption, or be significantly reliant on the grant to happen, etc. than if the business would not have had the grant.	Sections C.5., C.7. of the Grant Application Form	20		Succinctly explain why the project meets/does not meet the criteria.



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CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
How well does the project show value for money i.e., does it optimise the use of the grant to achieve the maximum number of benefits, outputs, and outcomes possible?	Section C.9. of the Grant Application Form	20		Succinctly explain why the project meets/does not meet the criteria.
Has the applicant pledged match funding (if they are start-up or sole trader) or pledged more than the minimum match funding (if they are established micro or small businesses)?	Section A.2 of the Grant Application Form Evidence of match funds	5		Succinctly explain why the project meets/does not meet the criteria.
Is the applicant a start-up business or a partnership of two or more businesses, working together to deliver a larger project than they could individually?	Sections B.2., C.2. of the Grant Application Form	15		Succinctly explain why the project meets/does not meet the criteria.
Does the project contribute to three or more of the aims of the Fund?	Sections C.1., C.2., C.4. of the Grant Application Form	5		Succinctly explain why the project meets/does not meet the criteria.



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CRITERIA	EVIDENCE	MAXIMUM SCORE	AWARDED SCORE	NOTES
Does the project clearly show how the activities and/or services delivered as part of the project can become self-sufficient and will be continued after the project has been completed?	Section C.8. of the Grant Application Form	5		Succinctly explain why the project meets/does not meet the criteria.
TOTAL SCORE		100		