

Grant Awards Programme (GAP) 2027/28

Applicant Checklist

Before submitting your application, please take a few minutes to review the checklist below.

Completing these checks will help ensure that your application can progress through the assessment process without unnecessary delays.

Organisation Eligibility

- Our organisation meets the programme eligibility requirements.
- We have a valid CVS Registration Number.
- Our CVS Registration information remains accurate and up to date.
- We have submitted our latest annual accounts to North Lanarkshire Council.
- We have read and understood the Applicant Guidance.

Governance and Approval

- The projects and activities included within the application have been approved by our Board of Directors, Trustees or Management Committee.
- The costs included within the application have been reviewed and approved by our organisation.
- All information included within the application is accurate to the best of our knowledge.
- Where Artificial Intelligence (AI) tools have been used to assist with preparing the application, the content has been reviewed and verified by the organisation.

Application Content

- We have clearly described the projects and/or activities we intend to deliver.
- We have explained why the projects and/or activities are needed.
- We have explained how the projects and/or activities will benefit the community.
- We have identified the relevant Local Outcome Improvement Plan (LOIP) priorities.
- We have explained how our activities contribute to those priorities.

Financial Information

- We have checked that our funding request does not exceed the maximum award value.
- We have checked that our request complies with the category limits.
- We have provided a clear breakdown of all costs.
- We have checked the Eligible Costs Information Sheet.
- We have removed any ineligible expenditure from the application.
- We have considered how we would manage any funding shortfall.

Organisation Contribution

- We have included details of any organisational contribution.
- We have included details of volunteer time where relevant.
- We have included details of partner contributions where relevant.
- We have included details of donated facilities, equipment or resources where relevant.

Monitoring and Evaluation

- We understand that successful organisations will be required to monitor and evaluate the impact of funding.
- We have considered how we will collect evidence and demonstrate outcomes.
- We understand that receipts and supporting records must be retained.

Participation and Inclusion Premium (PIP)

- We have considered whether our organisation wishes to express an interest in the Participation and Inclusion Premium.

Final Review

- All questions have been completed.
- All information has been checked for accuracy.
- All supporting information has been reviewed before submission.
- The application is ready to submit.

Need Help?

If you are unsure about any part of the application process, please contact the Community Partnership Team (Grants Section) before submitting your application.

We are happy to discuss eligibility, project ideas, budgets and application requirements.

Good luck with your application and thank you for the work that your organisation delivers within our communities.