

Summary Table setting out Grant Eligibility and Information Requirements

Band Amount (£)	Time eligible for grant (with Committee discretion)	Supporting financial information	Supporting quotes (minimum) only for non-salary purposes	Track record evidence	Local benefit	Performance measurement (for salaries or fund-raising activities)	Post award reporting	AJC logo and Lottery branding
0-3,000	Min 6 months in existence and a Member	<ul style="list-style-type: none"> •Basic/best financial information available •Latest Bank statements 	1 quote per item	n/a	Specified in letter of application	General objectives set out in application letter.	Letter stating purpose fulfilled with any other relevant updates	<ul style="list-style-type: none"> •Evidence of use of AJC logo •Mention in general press releases
3,000-10,000	Min 6 months in existence	<ul style="list-style-type: none"> •Profit & loss and balance sheet statement from year end •Latest Bank statements •unrestricted funds statement 	1 quote per item	For grants in excess of £5,000 (see below)	Relevant box completed in application form	General and specific objectives set out in application form box.	Letter stating purpose fulfilled with any other relevant updates	<ul style="list-style-type: none"> •Evidence of use of AJC & CI Lottery logos •Mention in general press releases •Inclusion on website
10,000-20,000	Min 1 year in existence	<ul style="list-style-type: none"> •Profit & loss and balance sheet statement from year end •Latest Bank statements •Unrestricted funds statement •Organisation's financial forecast •Reserve policy 	2 quotes per item	Explanation/Evidence of how successfully delivered on similar projects or services include in application	Relevant box completed in application form	General and specific objectives set out in application form box.	Post Project Completion Report	<ul style="list-style-type: none"> •Evidence of use of AJC & CI Lottery logos •Mention in general press releases •Inclusion on website
20,000-30,000	Min 18 months in existence	<ul style="list-style-type: none"> •Financial accounts •Latest Bank statements •Unrestricted funds statement •Organisation's financial forecast •Project budget •Reserve policy 	3 quotes except where exceptional circumstances apply	Explanation/Evidence of how successfully delivered on similar projects or services include in application	<ul style="list-style-type: none"> •Application form box completed • Separate assessment of need with consideration of risk of duplication 	Targets and objectives set out in application form	Post Project Completion Report to include basic outcome reporting	<ul style="list-style-type: none"> •Evidence of use of AJC & CI Lottery logos •Mention in special press release •Mention in general press releases •Inclusion on website