



# **How to Prepare and Apply for Funding for a Shopmobility Scheme**

**Department for Regional Development  
Public Transport Services Division  
Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB**

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## **1.0 INTRODUCTION**

- 1.1 This document has been drawn up by the Department for Regional Development's Public Transport Services Division grants section. It aims to assist those who want to prepare and apply for funding for a new or existing Shopmobility scheme in Northern Ireland through the Department's Transport Programme for People with Disabilities (TPPD).

## **2.0 BACKGROUND**

- 2.1 This section of the document gives you a brief overview of the TPPD, Shopmobility and the Department's policy on assisting with such schemes.

### **Background to the Transport Programme for People with Disabilities (TPPD)**

- 2.2 The Department for Regional Development is committed to the development of accessible public and community transport opportunities for people with disabilities in Northern Ireland. It strives to integrate this policy within wider strategic transport and policy developments and complement the work of other agencies involved in programmes designed to promote social inclusion. To this end, the Department assists a number of transport operators through the TPPD.
- 2.3 The TPPD is operated by the Department's Public Transport Services Division. The Programme has been in existence since 1991, and has evolved over the years, supporting the development of a range of specialised transport services for people with disabilities with a number of service operators.
- 2.4 The legislative basis for the Department's support of these initiatives was established in the Transport Act (NI) 1967 as amended, section 75A.

*The Department may make, in such cases and subject to such terms and conditions as it thinks fit, grants to any person towards expenditure incurred or to be incurred by that person in providing, maintaining or improving: -*

- a) *any motor vehicle, equipment or other facilities and services provided wholly or mainly for the purpose of facilitating travel by members of the public who are disabled: or*
- b) *any equipment or facilities specially designed or adapted for that purpose which are incorporated in any motor vehicle, equipment or other facilities not provided wholly or mainly for that purpose.*

## 2.5 The aims of the Programme are:

- To target social need by improving accessibility of public transport to people with disabilities who cannot avail of existing conventional services in Northern Ireland; and
- To complement the work of existing service providers involved in programmes designed to promote social inclusion for people with reduced mobility.

2.6 To achieve this, the Programme supports a number of services, including **Shopmobility**. Financial assistance for **Shopmobility** is provided on the basis that these specific operations do not confine individual users to a particular shopping centre. Rather the intention is to facilitate users of the scheme in accessing a range of shops/amenities within towns.

### **Background on Shopmobility**

2.7 Shopmobility schemes lend manual and powered wheelchairs and powered scooters to members of the public who have limited mobility to shop and use leisure and commercial facilities.

2.8 Shopmobility schemes often represent the final link in the accessible transport chain. From the many schemes in operation, members are able to obtain a suitable mode of transport to assist them to access local shops and amenities.

2.9 Schemes should be located so that they can be easily accessed by whatever form of transport the person normally uses to come to the area. For example, this form of transport may be the private car, public transport or other urban or rural transport services which may be supported by the Department

As most users would have limited mobility, there would be no point in locating a scheme in the centre of a pedestrianised zone, because access to these areas is restricted. It would be better to locate it at one of the 'entrances' to the zone, preferably close to both parking facilities, either main car parks or reserved bays, and bus stops or train stations

2.10 For more information on the TPPD generally, look on the website at <http://www.nidirect.gov.uk> and click on *Travel and Transport*.

### **3.0 POLICY FOR FUNDING SHOPMOBILITY SCHEMES**

- 3.1 Financial assistance for Shopmobility schemes is provided **on the basis that these specific operations do not confine individual users to a particular shopping centre**. The reason for this is that the Department does not believe it should financially assist schemes that simply facilitate the movement of people within a privately owned commercial development. Furthermore, the Department regards all of these facilities to be in keeping with a service provider's obligations under Part 3 of the Disability Discrimination Act to make reasonable adjustments to enable access to services by disabled people.
- 3.2 A successful application will receive a grant for agreed **revenue costs**, (rather than for capital expenditure, which may be grant-aided from other programmes, schemes or organisations).
- 3.3 The Department will consider providing grant funding for the purpose of revenue costs up to a maximum of £30,000 per annum. Individual grants will be approved for up to a maximum of 3 years, subject to the scheme meeting agreed outcomes and standards and the programme still being in operation. Schemes must provide a detailed breakdown of estimated expenditure costs and make every effort to source other income streams which may include 'in kind' expenditure. Schemes should bear in mind that there is a responsibility on the Department to be able to justify the grant funding it provides through public spending accountability.
- 3.4 It may be a condition of funding in the near future that schemes operate a shared membership scheme, whereby members of one scheme can avail of the services provided by another scheme. The Department will be liaising on this issue with Shopmobility (NI), the umbrella organisation for all Shopmobility schemes.
- 3.5 It is possible that grant payments could be made (quarterly) in advance, where it is appropriate to do so and on receipt of necessary information from the applicant by the Department. An indication of payment schedule should be agreed with the scheme applicant.

### **4.0 WHAT TO DO NOW**

This next section is split into 3 areas, depending on your situation:

- request for funding for a **brand new scheme**;
- request for funding for **existing schemes not currently funded** by the Department; and
- request for funding for **existing schemes which are currently funded** by the Department.

## REQUEST FOR FUNDING FOR A BRAND NEW SCHEME

- 4.1 If you have just set up or are intending to set up a scheme, the first thing to do is to fill in the ***Stage One Application Form*** at the back of this document (see Annex 1) and return it to the Department. Departmental officials will then assess your application and a site visit will be arranged to ensure your proposed premises are suitable.

At this visit we will require you to provide us with any original Letters of Offer from other funders

- 4.2 Following the site visit, within 10 working days the Department will inform you in writing of its decision on whether you can proceed with your application for funding.
- 4.3 Should you have been successful with your stage one application, the next step is for you to complete the checklist (Annex 2) and produce **a detailed Business Plan**. The Plan should feature a detailed work programme and budget for the first year, and an outline work programme and budget for the following 2 years. This is needed to provide effective protection of and proper accountability for public money. Your Business Plan should also contain the information we are looking for as set out in Section 10.1 (ii) of this booklet.

## REQUEST FOR FUNDING FOR EXISTING SCHEMES NOT CURRENTLY FUNDED BY THE DEPARTMENT

- 4.4 Those schemes already in existence and which **have not** received funding from the Department through the TPPD in the past, may still be eligible for funding, but only if that scheme meets the criterion as specified in Section 3.1 above. You should fill in the **Stage One Application Form** at the back of this document (see Annex 1) and return it to the Department. Departmental officials will then assess your application and a site visit will be arranged to ensure your proposed premises are suitable.

At this visit we will require you to provide us with any original Letters of Offer from other funders.

- 4.5 Following the site visit, within 10 working days the Department will inform you in writing of its decision on whether you can proceed with your application for funding.
- 4.6 Should you have been successful with your stage one application, the next step is for you to produce a **detailed Business Plan**. See 4.3 above for more details.

## REQUEST FOR FUNDING FOR EXISTING SCHEMES WHICH HAVE BEEN FUNDED BY THE DEPARTMENT

- 4.7 Those schemes already in existence and which **have** received funding from the Department through the TPPD in the past should continue to be eligible for funding, but any request for funding should include a detailed Business Plan as outlined in this document. See 4.3 above for more details.
- 4.8 The Business Plan should include a copy of your most recent audited accounts, signed and dated by your Chair, Secretary or Treasurer. The Department will require, within 4 months of the end of the Scheme's financial year, annual audited accounts, which should include a rider stating that 'the grant provided by the Department for Regional Development, through the Transport Programme for People with Disabilities (TPPD), has been used solely for the purposes for which it was provided'. ***If the Department does not receive audited accounts and the auditor's statement set out above, no funding will be released.***

## 5.0 LEGAL STRUCTURE

5.1 New schemes should decide what legal structure it should take. Each scheme should choose the structure which best suits its present needs and the needs that they envisage for the future as their group develops. The most commonly used structures are: a) Associations, b) Trusts, c) Companies and d) Industrial & Provident Societies. Each structure has its own governing document that sets out the aims, objectives and rules by which the group must conduct its business. They are: a) Constitution, b) Trust Deed, c) Memorandum & Articles of Association and d) Rules. Each structure can be used by a group carrying out charitable activities. More detailed information about these legal structures can be obtained by contacting the Northern Ireland Council for Voluntary Action (NICVA). Details for NICVA can be found on section 13.7 of this document.

5.2 Your organisation does not have to be a registered charity to apply for a grant. You can, therefore, apply if it meets the following requirements:

- you have a constitutional document or set of rules that sets out your organisation's aims and ways of working;
- your organisation is set up on a non-profit basis for charitable, benevolent or philanthropic purposes;
- your organisation's management committee has at least five members (including Chairperson, Vice-Chairperson, Secretary and Treasurer);
- you have a bank or building society account in your organisation's own name which needs at least two signatures on each cheque or withdrawal;
- three members of your committee are mandated to sign cheques;
- your organisation has appropriate insurance cover;
- you can provide an estimate of your income and spending plans



## **6.0 HEALTH AND SAFETY**

- 6.1 Health and Safety is an important issue and one that you are legally required to address. Your group will need to be aware of its responsibilities with regard to the Health and Safety at Work Act 1974, as well as any subsequent legislation, and take the necessary steps to comply with it.

The Management of Health and Safety at Work Regulations 1992 require you to make an assessment of the risks to which 'employees' and also members of the public who enter into the workplace are exposed.

## **7.0 EQUAL OPPORTUNITES**

- 7.1 Your group must recognise the need for an equal opportunities policy, which regulates your practices as an employer of paid or voluntary workers and as a service provider. This could take the form of a statement, such as:

'Shopmobility (*name*) is an equal opportunities organisation and will not discriminate against any person, irrespective of their race or ethnic group, gender, religious belief, political opinion, physical or mental disability, sexual orientation, age, marital status, social background, pregnancy or dependency. Comments or actions that discriminate made by or to members, staff, volunteers or customers will not be tolerated. The scheme is committed to establishing procedures, practices and action plans to make this policy effective.'

## **8.0 EQUALITY IMPACT ASSESSMENT**

- 8.1 Section 75 of the Northern Ireland Act 1998 requires all public authorities, in carrying out their functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity, and to have regard to the desirability of promoting good relations.
- 8.2 The Department will therefore need to monitor, on an ongoing basis, the TPPD's impacts on the Section 75 categories. To this end, each scheme supported under the TPPD will need to provide the Department with the following data on their members:

- **Age** (under 18, 18-64, 65+)
- **Gender** (male/female only)
- **Status** (married/single/divorced/ or separated/widowed/ civil partnership)
- **Racial Group** (white/other)
- **Religious Belief** (Protestant/Roman Catholic/Other/ No religious belief)

8.3 As it is a pre-requisite for all members of Shopmobility to have some form of limited mobility (be it temporary or permanent) before they can use the service, it is not necessary for schemes to collect specific information on **Disability**; rather the Department would simply require the current level of membership.

## 9.0 HOW OFTEN CAN YOU APPLY

9.1 You can only hold one grant (per location) from us at the same time. Should your application for grant be successful, this grant approval will last for a period of three years, subject to agreed targets and standards being met and the programme still being in operation. This includes the provision of accurate mandatory returns within agreed timescales. At the end of the three-year period, you can re-apply for funding.

## 10.0 WHAT MAKES A GOOD APPLICATION?

10.1 The following six steps will help you start to draw up your Business Plan.

### (i) What is revenue funding?

Be sure you understand what we mean by revenue funding. Revenue funding is for running costs incurred in the day-to-day activity of your organisation, such as rent, rates, salaries, electricity etc. It does **not** include the procurement of equipment, such as scooters or wheelchairs. This is called *Capital* funding and you will need to apply elsewhere for this type of grant. Your Business Plan should therefore outline what **revenue** expenditure you anticipate will be required for your project.

## (ii) Writing your Business Plan

Your Business Plan should outline **what** you want to achieve, and **how** you will go about making your project happen in order to achieve your main aims.

You may want to contact **Shopmobility (NI)** or the **National Federation of Shopmobility (NFSUK)** for guidance (for contact details please see Sections 13.5 and 13.6).

You will need to tell us:

- what you are going to do;
- what difference it will make to the people or organisations that your scheme will benefit – this is called “additionality”. For instance, you could carry out a survey to find out the number of people within the catchment area who could make use of the scheme once it is set up;
- how you are going to do it – including the resources you need to do it (salaries, premises, equipment and maintenance, staff, recruitment and training budget etc);
- when you will do it;
- how and where you will do it – ensuring adequate parking facilities, local bus stops and/or train stations are nearby. Co-ordinate with the local community transport groups and public transport providers to ensure that you can link in with existing services – you should provide evidence of this;
- who will be responsible for doing it; include details of the scheme’s organisational structure and apportionment of duties if appropriate.
- how you will know you’ve made a difference to the people or the organisations your scheme will benefit;
- what different ways exist to finance the scheme, such as local council/partnership boards, local shopping centres or businesses, funding groups, etc;
- what will happen to your scheme should our grant cease? Once your programme has commenced you should put an exit strategy in place;
- what forms of advertising you have considered to both launch the scheme and promote its services when it is in operation? You should also consider the possibility of on-street directions signs to the scheme, (see Section 13.8);

- how you will ensure that all staff, paid or voluntary, receive disability awareness training as well as training in all aspects of using the scheme's hire equipment.

Your Business Plan should cover everything from the activities and tasks you have set yourself in getting the scheme started to the outcomes you are expecting as a result. It is important that you can demonstrate that a difference and change to people's lives has been made. The following are only examples:

- the number of people who will become more independent through using your service;
- the number of different services you will be able to provide; and
- how the scheme will benefit the local shopping area.

### **(iii) Show us the need for your scheme**

You must show us that there is a need for such a scheme and that your scheme is a good way of meeting it. The three points you should think about are:

- what needs do your community or users have?
- how do you know they have these needs?
- how will your scheme meet those needs?

Sometimes applications for funding fail, not because we do not believe that the need is there, but because we are not convinced that what you want to do will solve the problem, or that your proposed scheme is what people want.

### **(iv) Costing your scheme**

Once you have completed this part of the Business Plan you should be able to work out what you need to carry out the scheme. The next step is to work out how much it will cost.

You will need to justify the amount you have asked for. For example, if you want money to pay for staff, you will need to show how you decided what the salaries should be.

Your financial breakdown should indicate how much annual funding the scheme would require from the Department along with any other estimated income and detail whether this income has been secured or not. Any 'in kind' funding should also be included, identified and supported by written documentation.

It is important when you are drawing up your budget that you are as accurate as possible in detailing your expenditure and income and that you provide all supporting documentation. The Department will consider requests for funding up to a maximum DRD contribution of £30,000 as long as the evidence is there. All of the expenditure a scheme is likely to incur during a financial year should be included within your plan.

The grant amount will **not** be increased to deal with overspend. All schemes should ensure that potential variances which may result in either underspends or overspends are fully considered and reflected if appropriate within their annual financial budget submissions. Any under spend on the project must either be returned to DRD in its entirety, if TPPD support is ceasing, or if funding is continuing then the under spend will be taken into account when agreeing a new offer.

Schemes should continue to source other income streams and must be able to provide the Department with evidence of funding applications to other organisations.

#### **(v) Show us you can manage your scheme**

We must be sure that you are equipped to deliver the scheme. Your grant comes from public funds and we need to know that you will be able to account for the money we give you and that you will be able to deliver the scheme the grant is paying for in an effective and efficient manner. Good management means that your management committee will have close contact with your users or your community and have the skills to handle the activities involved in delivering your scheme.

We want to know who the members of your management committee are and what skills and experience they can bring to the scheme. A pen picture of each member should be included in your 3 year Business Plan.

You must have established procedures in place for the election of the management committee and for conducting regular meetings. You should also have a clause in your constitution that covers what will happen if your organisation has to close.

It is important that you have established procedures in place for handling the finances of your organisation – a proper bookkeeping system, regular financial checks and properly prepared and audited accounts.

You must also ensure that you have unambiguous and effective policies in place on health and safety and employment.

If you employ staff, you should strive for equal opportunities in your employment procedures.

**(vi) How your scheme will make a difference**

We want our grants to contribute to a longer-term difference to the lives of the people, in particular for those with disabilities, who will benefit from your scheme. It must fit in with the main aim of the grants programme (Transport Programme for People with Disabilities) that you are applying to.

You need to think about this when you are making your application. You should tell us how you would collect information about the difference your project will make so you know you are achieving the things you set out to do. We want to see how you will use this information to improve the scheme as it moves forward. You should provide the Department with an update on your business targets and objectives on an annual basis which should include any revisions or updates to the previously submitted overall 3 year Business / Financial Plan, if applicable.

## **11.0 HELPING YOU SUBMIT A BUSINESS PLAN - CHECKLIST**

11.1 Section 10 above sets out what we are looking for in a good Business Plan and the information we expect to get from you. Your application may be in competition with many other applications. You should therefore **complete the checklist** (Annex 2) at the back of this booklet (see section 14) prior to writing your Business Plan.

## **12.0 FUTURE REQUIREMENTS (FORWARD PLANNING)**

12.1 Once you are established, keep a database of member details (including all the Equality data referred to in 8.2 above), remember to get their permission (Data Protection Act), and keep details about the use of the equipment. Departmental officials will discuss this requirement with you at the time, or shortly after the grant is awarded.

12.2 Continue to look for alternative ways of obtaining financial support to maintain the service, such as sponsorship, grants or annual membership fees. These fees should not be extortionate as high fees could have a detrimental effect on the membership numbers.

12.3 Where possible, try to link in with the existing services provided by the voluntary sector and work together. This will also encourage your members to make use of the other voluntary sector services that are available, and vice versa.

12.4 Continue to update your 3 year Business Plan on an annual roll-over basis, as the Department may want to see this. If your application is approved, after the first year of the project the Department will also want to see a detailed budget for the following year. This will help to ensure that you have the necessary monetary backing to retain the number of staff and equipment required for at least 2-3 years ahead.

12.5 Ensure you keep accurate financial records as the Department will want to see evidence of expenditure on a regular basis.

12.6 Keep the Department up to date with any developments or changes. If there is a significant or material change within a scheme this should be brought to the attention of the Department at the earliest opportunity.

## **13.0 WHERE TO GET MORE HELP**

13.1 You can contact the Department for Regional Development's Public Transport Services Division (details given below) if you want to clarify anything in this booklet, including eligibility.

### **More information**

13.2 The following websites, addresses and phone numbers are available so you can get more information about anything in this booklet.

13.3 The Transport Programme for People with Disabilities section on the Public Transport Services Division's website is at:

**[http://www.drdni.gov.uk/index/accessible\\_transport/pt-programmeforpeoplewithdisabilities-3.htm](http://www.drdni.gov.uk/index/accessible_transport/pt-programmeforpeoplewithdisabilities-3.htm)**

13.4 You may also find the NI Direct website useful:

**<http://www.nidirect.gov.uk/index/travel-and-transport.htm>**

13.5 **Shopmobility (NI)** can provide advice and assistance for new schemes getting started and to help support existing schemes. The group can be contacted at:

Ann Collins  
c/o Shopmobility Belfast  
Westgate House  
2 Queen Street  
Belfast  
BT1 6ED  
Tel: (028) 9080 8090  
Fax: (028) 9080 8099  
E-mail: [ann@shopmobilitybelfast.co.uk](mailto:ann@shopmobilitybelfast.co.uk)  
Website: [www.shopmobilitybelfast.co.uk](http://www.shopmobilitybelfast.co.uk)



**13.6 The National Federation of Shopmobility UK** is located at:

The Hawkins Suite  
Enham Place  
Enham Alamein  
Andover  
Hants  
SP1 6JS  
Tel: 0845 6442 446  
Fax: 0845 6444 442  
E-mail: [info@shopmobilityuk.org.uk](mailto:info@shopmobilityuk.org.uk)  
Website: [www.shopmobilityuk.org.uk](http://www.shopmobilityuk.org.uk)

**13.7 The Northern Ireland Council for Voluntary Action** can be contacted for charity and funding advice at:

NICVA  
61 Duncairn Gardens  
Belfast  
BT15 2GB  
Tel: (028) 9087 7777  
Fax: (028) 9087 7799  
E-mail: [info@nicva.org](mailto:info@nicva.org)  
Website: [www.nicva.org](http://www.nicva.org)

To request provision of signage for your scheme, an approach should be made to your local Roads Service Divisional Office, as listed below:

**Eastern Division**

Traffic Management Section  
Hydebank  
4 Hospital Rd  
Belfast  
BT8 8JL  
Tel: (028) 9025 3000

[Covering the Castlereagh, North Down, Lisburn, Belfast, Newtownabbey and Carrickfergus council areas.](#)

**Northern Division**

Traffic Management Section

County Hall

Castlerock Road

Coleraine

BT51 3HS

Tel: (028) 7034 1300

Covering the Ballymena, Larne, Antrim, Coleraine, Ballymoney, Moyle, Londonderry and Limavady council areas.

**Western Division**

Traffic Management Section

County Hall

Drumragh Avenue

Omagh

BT79 7AF

Tel: (028) 8225 4111

Covering Omagh, Strabane, Magherafelt, Cookstown, Dungannon and Fermanagh council areas.

**Southern Division**

Traffic Management Section

Marlborough House

Central Way

Craigavon

BT64 1AD

Tel: (028) 3834 1144

Covering Armagh, Banbridge, Craigavon, Ards, Down, Newry and Mourne council areas.

## **Accessible Formats**

- 13.8 Should you require this document in an alternative accessible format, please contact Public Transport Services Division on (028) 9054 0663.

## **Office Location**

The Department's address is:  
Public Transport Services Division  
Department for Regional Development  
Room 329  
Clarence Court  
10-18 Adelaide Street  
BELFAST  
BT2 8GB

Tel: (028) 9054 0663  
Textphone: (028) 9054 0642  
Fax: (028) 9054 0662

**E-mail: [Transport.Policy@drdni.gov.uk](mailto:Transport.Policy@drdni.gov.uk)**

## **14.0 CHECKLIST**

The checklist provided at Annex 2 should be fully completed prior to writing and submitting your Business Plan. The evidence required within the checklist should inform and support your 3 year business plan strategy and confirm that a scheme has the organisational structure to provide the services. You should also include details of governance, financial controls and how your scheme intends to provide the service.

## 15.0 **ACKNOWLEDGEMENTS**

15.1 This document has been published by Public Transport Services Division, Department for Regional Development – April 2014 (7<sup>th</sup> Edition).

15.2 The Department would like to acknowledge the following organisations for their help and guidance in producing this document:

The Community Fund (now known as the Big Lottery Fund)

Ann Collins, NI Representative of the National Federation of Shopmobility

Northern Ireland Council for Voluntary Action (NICVA)



**STAGE ONE APPLICATION FORM  
FOR FUNDING FOR A SHOPMOBILITY SCHEME**

Please complete the following details about you/your group.

Constituted Name of Organisation:

---

Main Contact: Full Name (Mr/Mrs/Miss/Ms/Other (please state)):

---

Position within Organisation:

---

Contact Scheme Address:

---

Postcode: \_\_\_\_\_

Telephone Number:  
*(Including Area Code)*

---

Fax Number:  
*(Including Area Code)*

---

Website Address (if applicable):

---

E-mail Address (if applicable)

---

Proposed Scheme Address (if different from above):

---

Postcode:

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The Department only funds those schemes/organisations that do not restrict individual users to a particular shopping centre.

Does/will your scheme meet the above criterion?

Please tick:                      Yes                         No  

What are the aims of your organisation?

(Please use separate page if necessary)

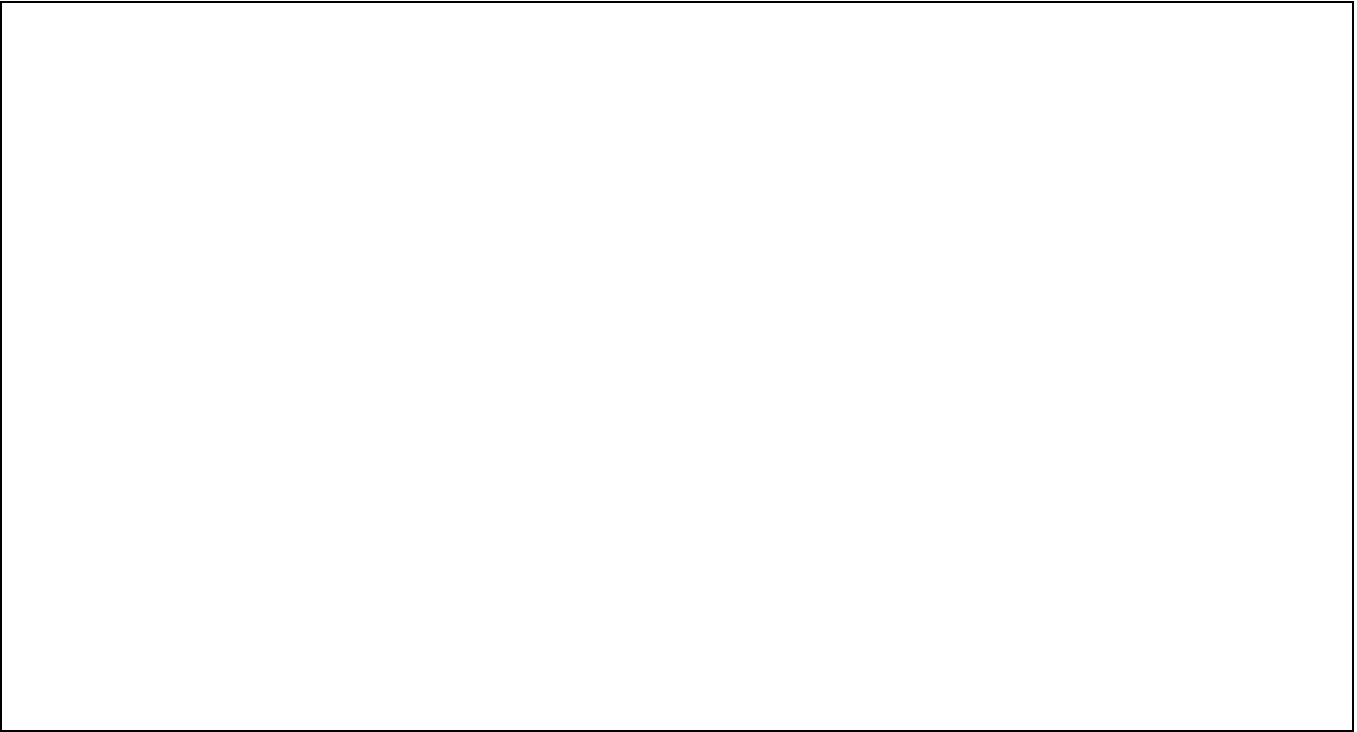
Is your organisation recognised as a charity by the Inland Revenue?

Please tick:                      Yes                         No  

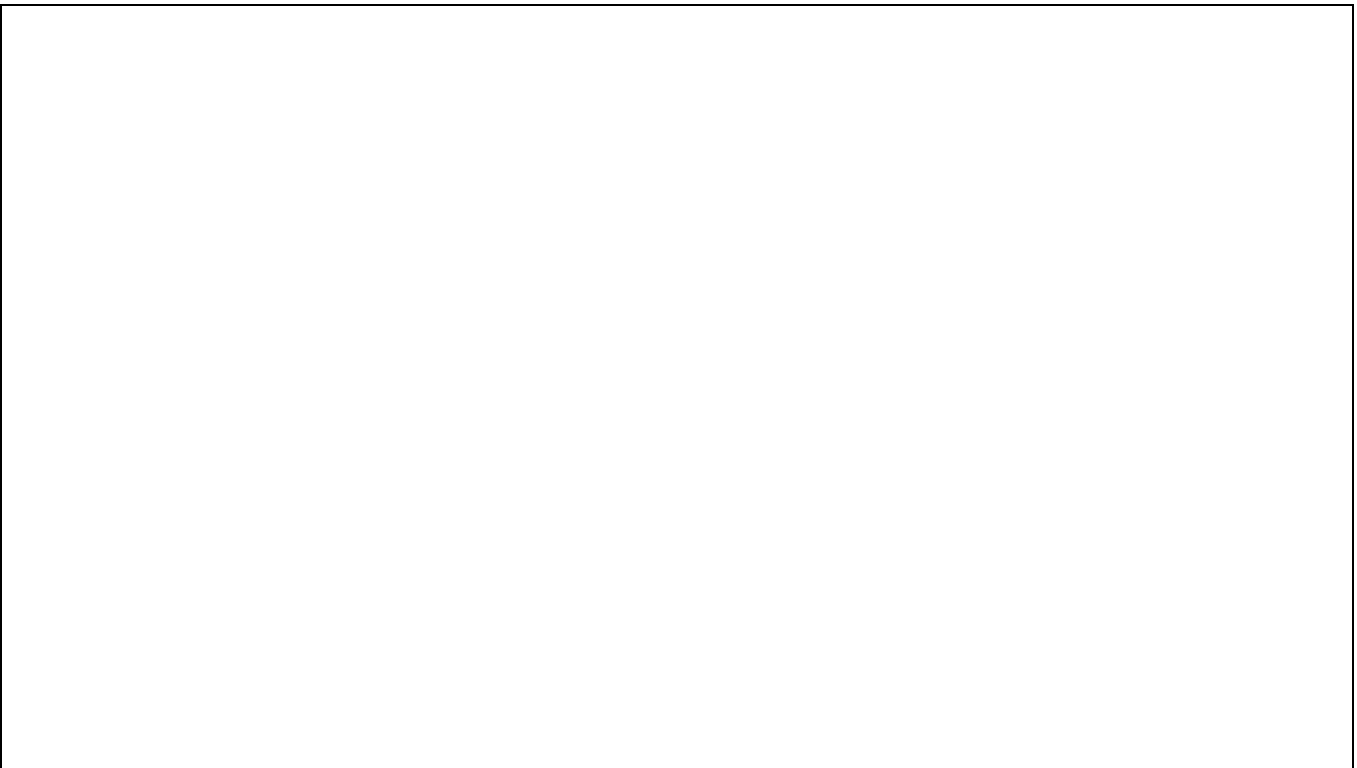
If yes, enter reference number below:

---

Please explain, in as much detail as possible, what you want the grant for:



Please explain and provide detail of the required demand and need for the service (provide examples of research, surveys liaison with relevant/local bodies or organisations).





What is/will be the total yearly revenue costs of the project? £ \_\_\_\_\_

How much funding do you require from the Department? £ \_\_\_\_\_

What other funding have you applied for or already received?  
(Please give details of funders, amounts applied for/received, and where applicable, enclose original award letters (theses will be returned to you).

(Please use a separate page if necessary)

Name \_\_\_\_\_  
*(Signature)* *(Block Capitals)*

Organisation: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:  
**Department for Regional Development, Transport Finance and Governance Division, Room 329,  
Clarence Court, 10-18 Adelaide Street, BELFAST, BT2 8GB**

## CHECKLIST

Where possible, please provide evidence in the form of actual or photocopied documents

	<b>Question</b>	<b>Evidence Required</b>
1.	Is your organisation legally eligible to apply for a grant from the Transport Programme for People with Disabilities?	Copy of Constitution including Mission Statement; Aims & Objectives; Charitable Scheme (Charity No.); Management Committee; Income & expenditure estimates.
2.	Do you know what the aims and the objectives of the TPPD are and how your scheme reflects these?	Aims and Objectives of organisation should reflect aims of TPPD.
3.	Are all your management committee members fully involved with the planning of this scheme? (The Committee should strive to promote equality of opportunity within its membership, giving consideration to age, gender, disability etc.)	Management committee establishment date. Pen picture of each member of management committee.
4.	Have you considered the needs of your community or users?	Present Project Details; Rationale for creation or expansion of scheme; Analysis of Need.
5.	Are you sure that your scheme will address your users' needs?	As above.
6.	Have you asked your potential users whether they think there is a need for your project?	As above.

7.	Do you know what resources you need to carry out your scheme and have you fully costed your project?	Breakdown of set-up costs for scheme; Budgeted Income and Expenditure Account for relevant financial years. Copy of Insurance policy.
8.	Are you able to justify all the costs that you want the grant to pay for?	As above.
9.	Do you know who will be responsible for running your scheme?	Project Management and Staffing Structure.
10.	Can you show that your organisation and management committee is well enough managed to carry out the scheme?	Copies of the minutes of the last two meetings.
11.	Do you have established financial procedures in place for running your organisation?	Copy of scheme bank/building society account and signature mandate document.
12.	Do you know when you are going to start the scheme?	Proposal date for commencement of scheme.
13.	Do you know what the differences will be as a result from your scheme?	Targets Inputs and Outputs – (outputs are measurable – e.g. number of bookings) Monitoring and Evaluation.
14.	Will you be able to demonstrate that your scheme has made these differences?	Outcomes – (outcomes are less easily measured but can be seen as the benefit to society – i.e. who has been helped as a result of the service?)

15.	Can you show that your scheme will make a longer-term difference to the lives of people who are mobility impaired or disabled?	As above.
16.	Does your scheme have an exit strategy in place, should our funding be discontinued?	Exit strategy should be in place as part of Business Plan.
17.	Are you sure you have accessed all the information you need, including looking at the websites and links, or talking to your Local Strategic Partnership (LSP), the National Federation of Shopmobility UK (NFSUK), Shopmobility (NI) and other grant holders etc.?	
18.	Are all appropriate procedures are in place?	Copy of policies/procedures should be supplied to DRD on request: Health & Safety Employment Equal Opportunities Election of Management Committee Financial/book-keeping arrangements