

HOME AND COMMUNITY CARE (HACC) FUNDING ROUND 2002/2003

Checklist for Organisations

Please make sure you complete this form prior to forwarding your application(s).
This will ensure that all required information has been provided.

Do not attach this form to your application(s)

	YES	NO
1. Have you used the correct application form?	()	()
2. Is the application form complete?	()	()
3. Have you completed the summary form?	()	()
4. Are the calculations correct?	()	()
5. Has your 2002-2003 Service Agreement been signed?	()	()
6. Have you used separate funding application forms for each HACC activity type applied for? Remember you should photocopy the relevant form on the appropriate coloured paper if you are submitting more than one application.	()	()
7. Does your application address the identified Ministerial/ Regional priorities?	()	()
8. Have you discussed your submission with other relevant providers, local planning networks and/or your Primary Care Partnership, and recorded this on the application form?	()	()
9. Has the application been signed?	()	()
10. Have you kept a photocopy of completed application forms for your files?	()	()