

Checklist

Fitting Out Works/Renovation/Purchase of Furniture and Equipment

Please check that the following information is also included:

1. Background information

- ☐ evidence of approval from Housing Department or other authorities, where appropriate

2. Proposal

- ☐ particulars for expansion, modification and additions
- ☐ a simple layout/design showing the intended scope of work
- ☐ a list of furniture and equipment showing costs, if applicable
- ☐ target commencement and completion dates

3. Finance

- ☐ your organisation's contribution towards the project
- ☐ sources of funding for recurrent costs of the project
- ☐ any funds available from other sources for the project

4. Acknowledgement

- ☐ your proposed format of acknowledging the Trust's donation if your application is successful