**Document Checklist**

Below is a list of the documents that we need from you before we can release any funding and before the project can begin.

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| **Required document** | **Returned to Rise** |
| A copy of the signed Service Level Agreement (SLA) |  |
| A copy of your safeguarding policy/procedures |  |
| A copy of your equality policy/procedures |  |
| A copy of your public liability insurance cover |  |
| A copy of your constitution documents |  |
| Any evidence that shows that you require your deliverers to undertake DBS checks and need appropriate training/qualifications (these will probably be evidenced through your safeguarding policy). |  |
| A New Supplier Form |  |
| An invoice for the funding made out to: Rise North East, Royal Quays Business Centre, Coble Dene, Royal Quays, North Shields, NE29 6DE |  |