

**Checklist for Applicants**

**Print this checklist out to help you ensure that you have completed and submitted all mandatory aspects of the UK Futures Programme application process.**

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| **Activity** |  |
| Read UK Futures Programme Guidance |  |
| Registered interest |  |
| Completed application form (PDF) (mandatory) |  |
| Completed finance spreadsheet annex (ALL tabs in the excel workbook) (mandatory) |  |
| Checked that financial information contained with the Part1 application form matches what is stated within the Part 2 application form. |  |
| Completed the logic chain template (mandatory) |  |
| Completed the key employers/partners template (mandatory) |  |
| Completed an organogram (not mandatory) |  |
| Uploaded the finance spreadsheet annex, the logic chain, the key employers/partners and organogram documents to the application form |  |
| Make a note of important dates relevant to the decision making process, i.e. interview dates |  |
| Submit the application form and relevant uploads ahead of the published closing date |  |