**Pilot Scheme Application**

**Checklist to complete:**

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| 1. **Application Form:**
* Community Buddy Pilot Scheme
* Transport Solutions Pilot Scheme
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| 1. **Organisational and policy information for each additional partner**
* Section 3 of application form
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| 1. **Financial information (Section 3.7.1)**

Please attach relevant financial documents |  |
| 1. **Policies - please attach:**
* Data Protection and Confidentiality Policy
* Safeguarding Policy and Procedures
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| 1. **Specification and Technical Questions** completed and also provide as attached appendix:
* A detailed delivery plan with completion dates
* A staffing structure for staff / volunteers delivering the project
* A plan to identify and mitigate any risks that may arise in delivering your project
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| 1. **References**
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| 1. **Signed declaration**

For each partner (if applicable) |  |