

SOAR
SITE VISIT CHECKLIST

Please ensure you have the following information **ready for your site visit**:

- Photographic proof of identification e.g. driving licence, passport
- VAT registration number, if applicable
- Financial documents, including profit & loss accounts, business plan and balance sheets for the previous 2 years of trading, if applicable
- Evidence to show that match funding is in place, e.g. confirmation of bank loan, bank statements showing own funds available
- Evidence of project costs, e.g. quotes from suppliers
- Evidence of statutory approvals, such as planning permission, or an update on progress of obtaining these, if applicable
- Evidence of project research you have carried out, such as letters of support, order books showing demand for the project, market research and consultation.
- If applying under the Farm Diversification theme, a letter of permission from the farm owner and a statement confirming that you are involved in agricultural activities on the farm.

You should also **consider the following questions** in order to support your application:

- Project Objectives – what do you aim to achieve through the project?
E.g. create x number of jobs, increase business turnover by x%, increase sales by x%, offer an increased range of services or improve services.
- Who will benefit from your project?
- Will there be any non-monetary impacts as a result of your project?
E.g. environmental benefits, improved quality of life, better community relations.
- How can you demonstrate a need for your project?
E.g. no other local supplier of this product/service, market research.
- Could your project cause displacement in the local marketplace?
I.e. will it have a negative effect on another business in the area.
- How do you intend to market your project?
E.g. Marketing plan including advertising, website development, promotion and publicity.
- How would the project proceed if it did not receive funding?
E.g. Would it go ahead as planned, go ahead but on a smaller scale, go ahead but over a longer timescale or not go ahead at all.

Please note that if your application was submitted online, we will ask you to sign a hard copy of your application.