



Checkpoint A/B Checklist

1. A cover page identifying key roles and responsibilities
2. List of potential public sector partners with associated contact points
3. A log of all communication with the identified potential partners
4. Inaugural and governance meetings minutes
5. Signed MoUs for all collaboration partners
6. Signed Non Disclosure Agreement between DCMS and the Local Body
7. Agreement in principle to the Grant Agreement
8. Completed site lists (section 1) for all collaboration partners
9. Procurement strategy
10. Detail of any additional approval process/es needed from the Local Body.
For example any Cabinet Member approval process including timings and
when this is expected to be scheduled
11. List of potential funding opportunities identified
12. Indicative project plan with key timelines
13. Project declaration letter completed
14. VFM Assessment
15. Subsidy Control Legal Assessment
16. Confirmation that sites will take up a service from the new provider and pay
ongoing costs.
17. Annex A checklist completed