AREA COMMITTEE APPLICATION PROCESS

Contact is made with the relevant engagement officer and eligibility discussions take place



A draft application is submitted along with required due diligence



Officer and applicant work together to strengthen/finalise application



Officer writes reports/ report is sent to Senior Officers for sign off



If funded the applicant signs the funding agreement and officer arranges the release of the funds



Decision is made by the Area Committee on whether to fully fund, part fund or not fund application.



Area Committee meeting (applicant to present application to Councillors)



Agenda for meeting, including application for funding, is published



Post Area Committee: If needed contact is kept with the applicant for project support



Monitoring is requested and submitted

<u>Please note:</u> Applicants must make officers aware of any project changes as soon as possible

