

PROCESS – Administration Time

1. Arrange meeting dates and Room bookings, following Grants Planner being agreed.
2 hours
2. Review of scheme (and supporting documentation) and report for Cabinet each year.
20 hours
3. Member briefings x 2 to go through what they need to do and give them a better understanding of the process.
(These to include assisting with completing application forms, making a full submission when supporting an application, having a clear knowledge of the scheme and what it covers.)
2 x 1.5 hour sessions plus preparation time say total of 8 hours
4. Application forms made available on the website, together with Scheme and FQAs.
1 hour
5. Queries dealt with whilst application window is open.
5 hours
6. Arrange for a Member of the Panel to come into the office once a week to go through the applications and any potential rejections can then be revised – this to be done through the Ward Member in order to ensure their involvement.
5 hours
7. Any not signed by Ward Member will automatically be rejected.
1 hour
8. Acknowledge applications
2 hours
9. Collate applications and prepare summary documents.
5 hours
10. Timetable for applications at meeting
1 hour
11. Prepare and publish agenda for Panel meeting
1 hour
12. Send out emails/letters with agendas to applicants so they can see when they are scheduled in.
(Applications to be encouraged to attend and highlight it is NOT to present application but to respond to any questions or points of clarification from the Panel.)
2 hours
13. Prep for meetings – scoring matrix prepared.
(Scoring Matrix to be given to Members prior to the meeting in order that they can complete some sections by looking at the detailed applications.)
2 hours
14. Actual Panel meeting – signage, attending etc
3 hours
15. Notes from meeting to type up and publish.
3 hours
16. Inform applicants of outcome and confirm recommendation will be confirmed at Cabinet.
2 hours
17. Prepare Cabinet Report
2 hours
18. Cabinet Meeting
1 hour
19. Email applicants with outcome of Cabinet – including letter of acceptance for signature.
2 hours
20. Payment schedule – information Finance Team
2 hours
21. Monitor acceptance letters and process for payment.
6 hours

22. Queries of various kinds throughout the process
5 hours

TOTAL NO OF HOURS OVER PERIOD = 81 hours

This equates to approximately £2,000

DOCUMENTS

- a) Scheme
- b) FQAs
- c) 2 x application forms
- d) Acknowledgement email/letter
- e) Summary of application
- f) Agenda
- g) Email/letter sending out agenda
- h) Scoring Matrix
- i) Summary of grants agreed
- j) Cabinet Report
- k) Acceptance Letter and covering email to applicants
- l) Payment schedule
- m) Proforma Invoice