

Community Board Small Grants Application Process

Turnaround timescales:

Non-emergency funding 3 working days; Emergency funding – on an individual basis

1. Applicant to discuss project with relevant Community Board Manager
2. Application made through on online form
3. Application received and due diligence checks completed by Funding Team
4. Funding team pass application to Community Board Manager for discussion with Chair and Vice-Chair and agree approval timescale
5. Community Board Manager shares application with Community Board for approval; majority response accepted
6. Community Board Manager confirmed approve/decline to funding team
7. Funding team send award letter sent and purchase order raised
8. Community Board Manager monitors project
9. Funding team issue evaluation form and collate supporting documentation