

Grant process with Community Foundation	Work Involved
Outreach	Advertising funding via website (dedicated page on our website), general circulation to community groups and infrastructure support organisations (CVS, Social Enterprise Networks) and direct contact to community groups in the area from our database with capacity to delivery project under criteria
Enquiries and support	Dealing with telephone and email enquiries, offering support and signposting for applicants
Initial sifting of applications for criteria match	Sifting applications, providing feedback to ineligible applicants
Due diligence checking	Checking applicant governance, policy, accounts and insurances to ensure eligibility, recording and making any recommendations to commissioner if required
Assessment of applications	Completed generally by phone and email. Assessments include a review of the application against grants criteria, the applicants capacity and experience to deliver, budgeting and value for money, outcomes/milestones to be achieved and sustainability planning
Panel meetings	Forwarding applications for members, attending panel meetings- providing advice when required and recording decisions and feedback
Feedback of shortlisted applications	Full record of decisions in our database, providing feedback to both approved and declined applications
Grant Payments	Setting up payments on our database, banking and sage, verifying grant recipient banking details.
Monitoring of grants	Issuing and processing of end of grant monitoring forms and due diligence of grant expenditure. Recording outcomes, testimonies and case studies
Reporting	Production of 6 monthly finance statements with grants made and maintaining records for audit. Production of an annual report detailing all grants made, geographic and social outcome breakdown, key case studies