Grants

Decision Workflow

Application received by Officer, logged and acknowledgement sent to applicant.



Applications are formulated into an agenda for Committee and circulated to all Councillors



Grants Sub-Committee or Climate
Change Forum consider applications
and make a decision recommendation
to Committee*.



Successful applicants are added to the Payment List by Finance Officer as per minutes of the Committees' meeting



Officer writes to applicant formally confirming the Committees decision and advises of payment process



Community Services Committee or Environmental Services Committee review Climate Change Forum or Grant Sub-Committee's recommendations and provide approval and adoption



Payment List is approved at Accounts Sub-Committee



Payment posted to applicants bank account by Finance Officer



Officer contacts applicant and advises payment posted to bank account

