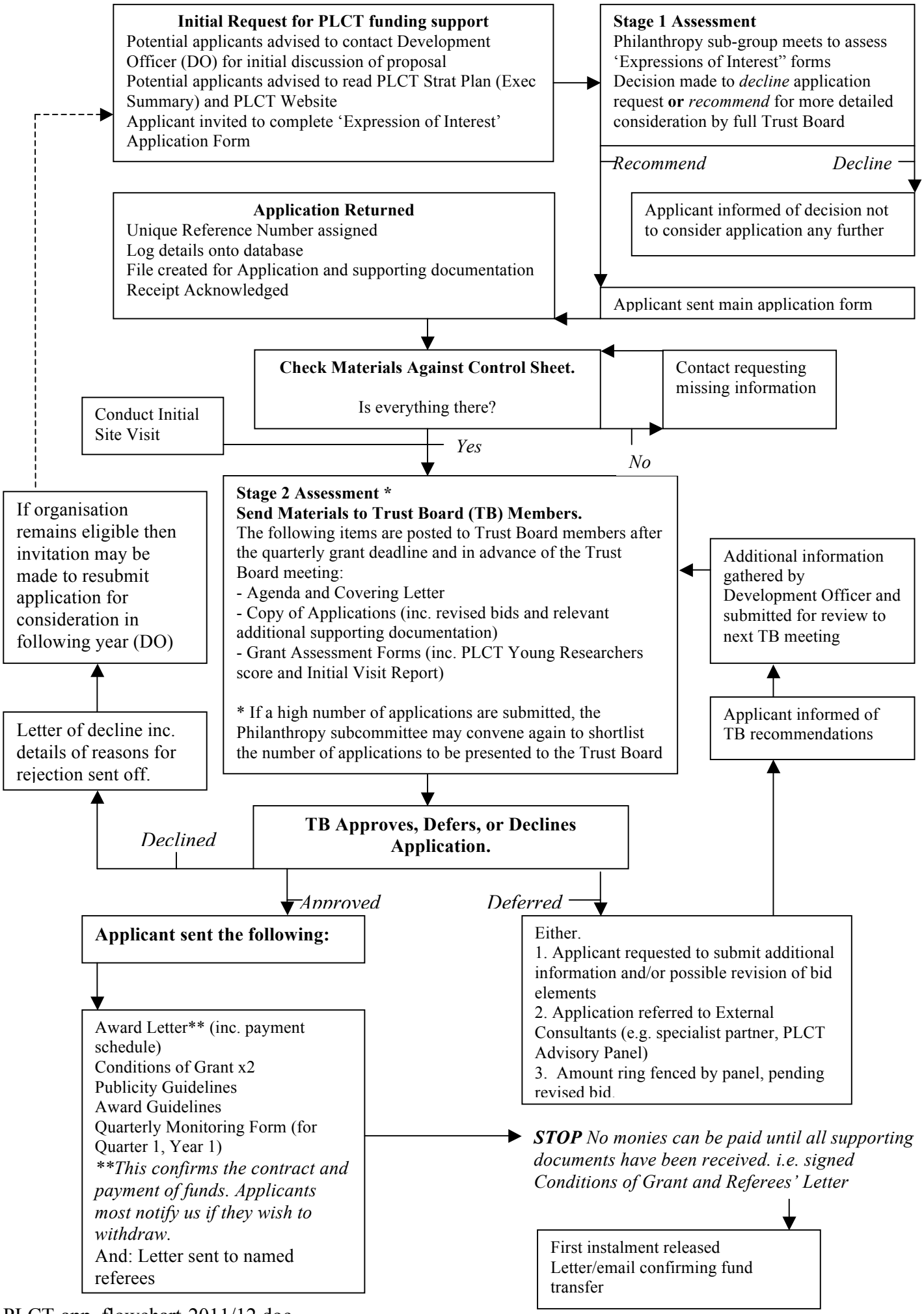
Initial Request for PLCT funding support
Potential applicants advised to contact Development Officer (DO) for initial discussion of proposal
Potential applicants advised to read PLCT Strat Plan (Exec Summary) and PLCT Website
Applicant invited to complete 'Expression of Interest' Application Form
Stage 1 Assessment
Philanthropy sub-group meets to assess 'Expressions of Interest" forms
Decision made to decline application request or recommend for more detailed consideration by full Trust Board
Recommend
Decline
Applicant informed of decision not to consider application any further
Application Returned
Unique Reference Number assigned
Log details onto database
File created for Application and supporting documentation
Receipt Acknowledged
Applicant sent main application form
Check Materials Against Control Sheet.
Is everything there?
Contact requesting missing information
Conduct Initial Site Visit
Yes
No
Stage 2 Assessment *
Send Materials to Trust Board (TB) Members.
The following items are posted to Trust Board members after the quarterly grant deadline and in advance of the Trust Board meeting:
- Agenda and Covering Letter
- Copy of Applications (inc. revised bids and relevant additional supporting documentation)
- Grant Assessment Forms (inc. PLCT Young Researchers score and Initial Visit Report)
* If a high number of applications are submitted, the Philanthropy subcommittee may convene again to shortlist the number of applications to be presented to the Trust Board
Additional information gathered by Development Officer and submitted for review to next TB meeting
If organisation remains eligible then invitation may be made to resubmit application for consideration in following year (DO)
Applicant informed of TB recommendations
Letter of decline inc. details of reasons for rejection sent off.
Declined
TB Approves, Defers, or Declines Application.
Approved
Deferred
Applicant sent the following:
Either.
1. Applicant requested to submit additional information and/or possible revision of bid elements
2. Application referred to External Consultants (e.g. specialist partner, PLCT Advisory Panel)
3. Amount ring fenced by panel, pending revised bid.
Award Letter** (inc. payment schedule)
Conditions of Grant x2
Publicity Guidelines
Award Guidelines
Quarterly Monitoring Form (for Quarter 1, Year 1)
**This confirms the contract and payment of funds. Applicants most notify us if they wish to withdraw.
And: Letter sent to named referees
STOP No monies can be paid until all supporting documents have been received. i.e. signed Conditions of Grant and Referees' Letter
First instalment released
Letter/email confirming fund transfer