

## **Area Capital Receipt Fund Process Flow**

- 1. Applicant contacts Area Corporate Services Manager (ACSM) for initial feedback on:**
  - **eligibility**
  - **availability of funds**
  - **timescale**
- 2. ACSM issue application pack**
- 3. Applications returned to ACSMs for acknowledgment**
- 4. Application forwarded to Area Community Learning and Regeneration Managers (ACLRM) for assessment**
- 5. ACLRM carry out assessment with input from Strategic Finance as appropriate**
- 6. ACLRM notifies Arlene Cullum, Funding Officer of bid for information purposes only**
- 7. ACLRM submit assessment report to ACSM**
- 8. ACSM schedule committee report under an agenda heading of AREA CAPITAL RECEIPT FUND which would comprise of**
  - **cover report from ACSM detailing funds available and summary or recommendations**
  - **part a) ACLRM report on external grant applications**
  - **part b) report from Council services on requests for funding.**
- 9. ACSM confirm outcome to applicant and make payment arrangements.**