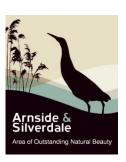


Arnside & Silverdale Area of Outstanding Natural Beauty Grants Fund Grant Application Procedure



1

Applicant makes contact in person, by phone, letter or email about a project

2

AONB Team sends out application form, or **Applicant** downloads application form from the website

3

Applicant submits application and the **AONB Team** acknowledges receipt of completed application form and records it on application log

4

AONB Team make an initial assessment of the proposed Project to check eligibility seeking informal input from the Grants Panel where appropriate

5

Proposal is eligible for funding

6

AONB Team in consultation with the Grants Panel assesses whether more information is needed or if application could be improved before the application is escalated for approval

4a

Proposal not eligible for funding

4b Applicant to be notified by letter/email within 10 days and sent alternative grant summary sheet with advice on other appropriate funding bodies

6a

AONB Team contact applicant to request information and/or to provide assistance to further develop the application

6b Application cannot be developed to meet criteria follow steps from 4a above

7

Application escalated for approval

Application is for less than £200

8a

Application considered Decision made jointly by AONB Manager
and nominated Landscape Trust
representative

9a Any special terms and conditions agreed with **applicant**

10a Applicant notified and grant offer letter sent within 10 days

Application is for £200 or more

Qh

Application considered -Decision made by Grants Panel

9b Any special terms and conditions agreed with **applicant**

10b Applicant notified and grant offer letter sent within 10 days

11 Applicant to accept grant within 21 days of receipt of offer letter by signing and returning Grant Agreement
Project moves to active phase once Grant Agreement has been received and duly authorised and
countersigned by the AONB Manager and the nominated Landscape Trust representative