



Elloe Deaneries Branch

Grants Process – Step by Step Guide

1. A completed Application Form and supporting documentation is forwarded by the applicant to the Elloe Deaneries Branch Secretary.

2. An initial eligibility assessment is carried out by the Elloe Deaneries Branch Secretary. If the application is not eligible in accordance with Elloe Deaneries BRF Rules, a reject letter is sent to the applicant to advise that the application does not meet the criteria of the BRF.

If the application does fall within the Rules of the BRF and if all information is complete the application is ready to be assessed by the Elloe Deaneries BRF Committee.

3. A copy of the application and supporting information is emailed by the Elloe Deaneries Secretary to the members of the Elloe Deaneries BRF Committee for consideration and a date is decided for the next Elloe Deaneries BRF Committee Meeting.

4. A full assessment is carried out by the Elloe Deaneries BRF Committee and the decision is recorded in the meeting minutes.

5. The decision of the Elloe Deaneries BRF Committee is conveyed in writing to the applicant. Copy correspondence is sent to all BRF Committee members.

6. Once the work is completed the named inspector is to inspect the work. If satisfied with the work the inspector is to acknowledge satisfied completion to the Branch Secretary, through letter or email. Satisfaction letter emailed to all BRF Committee members.

7. Receipted invoice is to be sent to the Elloe Deaneries Branch Secretary by the PCC once work has is completed and inspected.

8. A Grant Payment letter and cheque for the agreed amount is sent to the applicant by the Elloe Deaneries Branch Secretary. Acknowledgement of payment received by Elloe Deaneries Secretary from PCC. Grant process complete.