

## Formal notice timetable and plan

Date	Action
<b>2012</b>	
21 August	Cabinet decision on giving formal notice
22 to 30 August	Decision 'call-in' period
31 August	Formal notice letters issued to existing grant recipients, as listed in Appendix 1 of 2012/13 Grants to Voluntary Organisations report, 13 February 2012. Letters to provide details of how to apply to the new Commissioned Grants Programme. They will also highlight in particular the need for information on impact, including Equalities impact, to ensure Cabinet is able to make an informed decision about grant awards in January 2013.
31 August	Commissioned Grants Programme – Three Year Funding, open for applications Application form includes questions on impact of part funding or not funding requested grant on organisation, services users and people with protected characteristics as defined by the Equalities Act 2010.
31 August to 26 October	Regular reminders of application process, deadlines and how to get support.
Early October (date tbc)	Grant application surgery – drop-in session for potential applicants to get advice and support on applications.
26 October	Deadline for applications to Commissioned Grants Programme – Three Year Funding.
02 November	Preliminary assessments completed, applicants notified of any potential issues with their application that they need to be made aware of, e.g. a large volume of applications overall or multiple applications for the same area of work.
26 October to 18 December	Applications appraised. Applicants may be contacted to clarify information given in their application form during this time.
18 December, approx	Applicants notified of initial grant recommendations, invited to provide information on impact of recommendation.
<b>2013</b>	
29 January	Cabinet decision on grant awards, subject to budget approval by Full Council at Budget Setting.
13 February	Budget Setting (Full Council)
01 April	New grants begin