Appendix 2 - B&NES - Grant Application and Award Process and Timeline

To enable the total grant awards to be managed within the 5% funding available to the council and clearly evidence the demand, a cohort approach is proposed.

Cohort 1 - Application open –The grant process for all applicants will be open for a period of two weeks.

Within this period eligible charities and community organisations in receipt of mandatory charity rate relief, will be processed and payment made in one 'batch' shortly after the application window closes.

Each business area will have a budget assigned to it to ensure affordability within the grant limit, this is based on the estimated number of businesses in each group and the maximum grant level. All business applications received will be assessed against the criteria, scored and prioritised for award. This will enable a fair distribution of grant monies within each group across the scheme. If after the assessment process there is an underspend in any of the groups, this will be re distributed amongst the other groups, firstly to those that are deemed to be less eligible than others in the group within the allocated budget and then if there is still remaining funds this will be allocated as 'top up' grants to those who evidence the most significant need.

The main steps in the grant application and award process are:

1	2	3	4
GRANT PROCESS OPEN	APPLICATIONS SUBMITTED	GRANT TEAM CHECK	GRANT PROCESS CLOSED
WEDNESDAY 27 MAY 2020	WEB FORM		WEDNESDAY 10 JUNE 2020

5	6	7	8
ELIGIBLE CHARITIES GRANTS APPROVED & PAID	FINAL ELIGIBLE BUSINESS PRIORITISATION	FINAL PAYMENT FILE AGREED	PAYMENT MADE
FRIDAY 12 JUNE 2020	W/C 15 JUNE 2020		19 JUNE 2020

Prioritisation Criteria for Award per Business Group

- **Number of employees**
- **Loss of income**
- **Likelihood of insolvency**
- **Contribution to B&NES COVID recovery – core sector as defined in B&NES Economic Strategy and services to residents.**