



MILLOM TOWN COUNCIL

GRANT FUNDED PROJECTS – RATIFICATION PROCESS

Reviewed by Full Council: 31st January 2024 - Revision Date: January 2027

All projects that seek grant funding will be subject to a 4-stage process.

The 4 stages are as follows

1 – Outline Proposal

2 – Application Outline

3 – Commitment Confirmation.

4 – Project closure

At stages 1, 3 & 4 The proposal should be put to full council for endorsement.

In general the higher value the proposal the greater detail required in the written proposal.

For stage 2 the Council will appoint 2 Councillors, independent of the project to review proposals. The reviewers are not judging the merit of a proposal they are merely conducting a due diligence process.

If timings of funding bids do not align with Council meetings then the powers of the Finance committee shall be utilised, subject to the signing off requirements being achieved

1. Outline:

At this stage the proposer is seeking the general support for a proposal.

The proposer should produce a short report for the council which shall include

- General outline of the proposal, including outline costs, timescales etc.
- A list of interested parties
- Proposed funding arrangements
- Method for delivery
- Benefits of the proposal
- Risk assessment of liabilities

It is not expected that specific details are known therefore no formal review is required prior to discussion at a Council meeting

If the Council agrees the proposal should go forward it will identify 2 councillors to review for due diligence at the appropriate stages.

2 – Application Outline

At this stage the proposer has a detailed plan and has identified funding arrangements.

The proposer should update the report for the council which shall include

- A detailed outline of the Project
- Project timescales
- A project budget
- Proposed funding arrangements
- Where more than one funder is proposed the links and dependencies between funders
- Method for delivery
- A list of key people including roles and responsibilities
- Risk assessment of liabilities and possible mitigation

The report should be reviewed and signed off by the Councillors identified at stage 1 prior to discussion at a Council meeting for signing off.

3 – Commitment Confirmation.

At this stage funding has been offered and the proposer is seeking to formally accept the funding with all of its obligations and place contracts for the delivery of the project.

The proposer should update their report for the council which shall include

- Confirming the outline of the project remains the same, identifying any changes to scope, benefits, interested parties etc.
- An update on the project budget
- Details of the funding available
- A list of obligations the council is committed to as a result of accepting the funding
- A list of contracts to be placed and details of the arrangements
- Confirmation of key people including roles and responsibilities
- Risk assessment of liabilities that may arise along with possible mitigation

The report should be reviewed and signed off by the Councillors identified at stage 2 prior to discussion at a Council meeting for signing off

4 – Project closure

At this stage the project is complete and the proposer is confirming to the Council that all obligations are complete.

The proposer should update a report for the council which shall include

- Confirming the project is complete and highlight any deviations from the planned scope

- A report on the costs against the budget
- A statement against each obligation on how this has been achieved.
- Confirm any risks or liabilities that arise as a result of the project.

It would not be expected that this report would be reviewed prior to discussion at the council.

Signed: (Chair) Dated: 31st January 2024