

Task	Date and comments
Resources Portfolio decision making meeting agree terms of grants scheme for 2012-13	<u>29th September 2011</u>
Grant application packs produced and printed	By Thursday 29 th September 2011
Application process begins	Monday 3rd October 2011
Existing grant holders invited to re-apply	Monday 3 rd October 2011
Closing date for packs to be sent out	Wednesday 30 th November 2011
Closing date for applications	Thursday 29th December 2011
Applications distributed to grants officers	Wednesday 11 th January 2012
Grants Officers meet with Portfolio Holders (Cabinet) to discuss recommends	By Friday 20 th January 2012
Grants Officers decide upon applications Draft reports to DH/RP for Collation Copy of report for information to Cllr Mason	Friday 27 th January 2012
Reports to Stewart for distribution	Tuesday 31 st January 2012
Council sets budget meeting	Tuesday 14th February 2012
Grants Officers to finalise reports post budget	Monday 20 th February 2012
<i>Reports to Finance and Legal</i>	Tuesday 28 th February 2012
Papers to Vicki for meeting	Friday 9 th March 2012
Resources Portfolio Decision making Meeting	Thursday 22nd March 2012
Letters to orgs	1 st April 2012
Post information re grants on Website	1 st April 2012
Offer of grant letters returned	14 th May 2012
Final list of grant payments To officers	20 th May 2012. This gives time to get cheque requests together for 1 st June
Cheques requested	1 st June 2012
Covering letters printed	15 th June 2012
Payments made	30 th June 2012
Monitoring 2011- 2012	
Send out Monitoring letters and form for 2011 -12 grants	To go out 1 st June 2012
Completed Monitoring forms to be returned	31 st August 2012