

Community Support Program Process

Task	Responsibility	Date
Development of program model		
Allocate funding to program	Council	2014/15 budget process
Selection criteria developed	Council Officers	December 2013 -January 2014
Selection criteria endorsement - Draft	EMT/Governance	January 2014
Selection criteria endorsement - Final	Council	17 February 2014
Application process commences	Community Planning	4 March 2014
Application processes closes	Community Planning	26 April 2014
Assessment		
Stage 1: Eligibility Assessment	Community Grants Officer	May 2014
Stage 2: Application assessment and peer review	Officers with Manger/Coordinators/Team Leaders plus Grant Seeking Officer	May/June
Stage 3: Governance, Risk, and Corporate Performance Committee (GRPCP)	Governance, Risk, and Corporate Performance Committee	May/June
Stage 4: EMT approval	Executive Management Team	June
Awarding of funding		
Advice and cheques to successful applicants	Community Planning	July 2014
Details of successful programs on Council website	Community Planning/Communications	July 2014
Acquittal and reporting		
Six monthly review report	Community Planning/Governance	December 2014/January 2015
Acquittal process	Community Planning/Finance	July 2015
Audit Committee Review	Director Planning and Business Services	August 2015
Final Report 2014/15 program	Community Planning/Governance	July/August 2015
Council Report	Community Planning	August/September 2015