

## **Contents**

### **1 Pre-Application**

- 1.1 Letter of Solicitation
- 1.2 Solicitation Brief

### **2 First Round Application**

- 2.1 Application Form
  - 2.1.1 Budget
  - 2.1.2 Activity Plan Brief
  - 2.1.3 Job Descriptions (2 docs)
- 2.2 Recommendation Paper
- 2.3 Committee Minute

### **3 Development Phase**

- 3.1 Permission to Start Form
- 3.2 Notes from Consultant
- 3.3 Notes from Development Phase Review meeting.
- 3.4 Consultant report

### **4 Second Round Application**

- 4.1 Application Form
  - 4.1.1 Activity Plan & Action Plan (2 docs)
  - 4.1.2 Timetable,
  - 4.1.3 Cashflow,
  - 4.1.4 Budget
  - 4.1.5 Business Plan
  - 4.1.6 Evaluation Framework
- 4.2 Consultant Advice
- 4.3 Recommendation Paper
- 4.4 Committee Minute

### **5 Delivery Phase**

- 5.1 Permission to Start Form
  - 5.1.1 Governance Diagrams (2 docs)
  - 5.1.2 Timetable
  - 5.1.3 Letter from Brent re funding
- 5.2 Progress Report
  - 5.2.1 Evaluation Proposal
  - 5.2.2 Covid Programme Status,
  - 5.2.3 Covid Project Update
  - 5.2.4 Interim Stats
- 5.3 Consultant Report
- 5.4 Payment Request
- 5.5 Internal Email re-Impact of Covid