

Appendix 2 VCS Partnership Grants Application Process and Timeframe

Decision Making Processes:

Detail	Key Dates
<ul style="list-style-type: none"> Executive Report (VCS Grant Funding Programme 2016-2020) drafted - outlining funding streams, funding available and core criteria and processes. – reviewed at regular intervals with Exec member. 	Ongoing until 11 January 2016
<ul style="list-style-type: none"> Key Budget Decisions made by Executive allocating VCS Partnerships Grants Programme Funding 	Thursday 7th January 2016
<ul style="list-style-type: none"> Executive Report (VCS Grant Funding Programme 2016-2020) revised following above 	7-10 January 2016
<ul style="list-style-type: none"> Executive meets and consider report (VCS Grant Funding Programme 2016-2020) 	Thursday 14 January 2016
<ul style="list-style-type: none"> Executive Call in period (Three Days) 	Tuesday 19 January 2016
<ul style="list-style-type: none"> VCS Committee Paper (VCS Grant Funding Programme 2016-2020) submitted to Democratic Services and distributed 	Wednesday 13th January 2016
<ul style="list-style-type: none"> Islington VCS Committee (VCS Grant Funding Programme 2016-2020) noted 	Monday 25 January 2016
<ul style="list-style-type: none"> VCS Committee Call in period (3 days) 	Thursday 28 January 2016

Stage One: Applications

Detail	Key Dates
<ul style="list-style-type: none"> Finalise prospectus and assessment framework and scoring criteria 	Friday 15 January 2016
<ul style="list-style-type: none"> Launch Voluntary and Community Sector Partnership Grants Programme 	Friday 22 January 2016
<ul style="list-style-type: none"> Meet the VCS Development Team - Question and Answer Session (Borough-wide Infrastructure) Lift Project, 45 White Lion Street, London, N1 9PW – The Angel Room 	Friday 29 January 2016 10am – 12pm
<ul style="list-style-type: none"> Meet VCS Development Team – Question and Answer Session (Strategic Advice) 	TBC
<ul style="list-style-type: none"> Meet the VCS Development Team - Question and Answer Session (Neighbourhood Partners) Lift Project, 45 White Lion Street, London, N1 9PW – The Angel Room 	Friday 29 January 2016 2pm – 4pm

<ul style="list-style-type: none"> Meet the VCS Development Team - Question and Answer Session (Delivery Partners) Holloway Neighbourhood Group, The Old Fire Station, 84 Mayton Street, London N7 6QT 	Thursday 28 January 2016 (12pm – 2pm)
<ul style="list-style-type: none"> Meet the VCS Development Team - Question and Answer Session (Borough-wide Infrastructure) Central Library, Holloway Road 	Wednesday 3 February 2016 2pm – 4pm
<ul style="list-style-type: none"> Meet the VCS Development Team - Question and Answer Session (Delivery Partners) Lift Project, 45 White Lion Street, London, N1 9PW – The Angel Room 	Thursday 4 February 2016 (12pm – 2pm)
<ul style="list-style-type: none"> Closing Date for Stage One Applications (application window of 6 weeks) 	Friday 4 March 2016
<ul style="list-style-type: none"> Logging applications and base data 	Monday 7 March 2016

Stage One: Shortlisting process

Strategic Advice Partners	
<ul style="list-style-type: none"> Complete Shortlisting Applications Applications sent to LBI Link Officer 	Friday 11 March 2016
<ul style="list-style-type: none"> Link Officer comments/ scoring of shortlisted applications 	Wednesday 16 March 2016
<ul style="list-style-type: none"> Shortlisting Stakeholder Panel Meeting 	Friday 18 March 2016

Borough-wide Partners	
<ul style="list-style-type: none"> Complete Shortlisting Applications Applications sent to LBI Link Officer 	Friday 11 March 2016
<ul style="list-style-type: none"> Link Officer comments/ scoring of shortlisted applications 	Wednesday 16 March 2016
<ul style="list-style-type: none"> Shortlisting Stakeholder Panel Meeting – Strategic Borough-wide Partners/ Volunteering Brokerage 	Wednesday 23 March 2016

Delivery Partners	
<ul style="list-style-type: none"> Complete Shortlisting Applications Applications sent to LBI Link Officer 	Friday 11 March 2016
<ul style="list-style-type: none"> Link Officer comments/ scoring of shortlisted applications 	Wednesday 16 March 2016
<ul style="list-style-type: none"> Shortlisting Panel Meeting – Delivery Partners 	Wednesday 23 March 2016

Strategic Neighbourhood Partners	
<ul style="list-style-type: none"> Complete Shortlisting Applications Applications sent to LBI Link Officer 	Friday 11 March 2016
<ul style="list-style-type: none"> Link Officer comments/ scoring of shortlisted applications 	Thursday 17 March 2016
<ul style="list-style-type: none"> Shortlisting Stakeholder Panel Meeting – Strategic Neighbourhood Partners 	Thursday 24 March 2016

<ul style="list-style-type: none"> Report to Exec Member on outcome of shortlisting 	Monday 4 April 2016
<ul style="list-style-type: none"> Notify shortlisted organisations 	Friday 8 April 2016

Stage Two: Application Process.

Detail	Key Dates
<ul style="list-style-type: none"> Stage Two – Meet shortlisted organisations (VCS Dev Officers to set dates and book rooms to meet organisations) 	Monday 11 April 2016
<ul style="list-style-type: none"> End of Stage Two 	Friday 29 April 2016
<ul style="list-style-type: none"> Closing Date for Resubmitted/ Revised Proposals (Organisations have an option to resubmit their applications within two weeks of their meetings) 	Friday 13 May 2016
<ul style="list-style-type: none"> Recommendations sent to (Special) VCS Committee 	TBC

Formal Approvals of recommendations:

Detail	Key Dates
▪ VCS Committee	TBC
▪ End of Call in Period	TBC

Stage Three: Notification of Grant Awards (Dates dependant on date of VCS Committee)

Detail	Key Dates
▪ Send approval letter and SLA to successful organisations – (One week to sign and return SLA)	Two days after VCS Committee's Call in Period
▪ Send letter to unsuccessful organisations	Two days after VCS Committee's Call in Period
▪ Notify current funded organisation that their agreements will end Thursday 30 June 2016	Two days after VCS Committee's Call in Period
▪ Assign organisations to VCS Development Officers	One week after VCS Committee's Call in Period
▪ VCS Development Officers to arrange meetings with successful organisations to discuss their proposal	One week after VCS Committee's Call in Period

Special Date:

Detail	Key Dates
▪ Start delivery of new programmes	TBC