Event/activity takes place. Applicant completes and returns feedback form to Grants Officer

Completed documentation received and sent to Voluntary Norfolk Admin for processing. Purchase order raised and signed off by Service Manager. Funds sent to applicant

Assessment form sent back to Grants Officer. If successful, grant award email and documentation will be sent to applicant. If unsuccessful, an email will be sent informing applicant.

CDW to contact Service Manager with any queries before signing off

Application sent to CDW to review and complete Assessment Form. CDW makes decision on grant and signs it off

Application sent to Grants Officer who will:

* Acknowledge Application Received
* Review Application
* Take up references X 2

Details passed to Grants Officer who will send out an application form and send applicants details to relevant CDW.

Expression of interest received