Appendix 5 – Process Improvements

	Process	Benefits
Funding	**Strategic Budget** – Increased flexibility to facilitate project delivery if required during the Yr1 of the 4yr Local Network Plan and to deliver 4y costed plans	4Yr costed plans will provide the means for more strategic action and assurance for applicants.
	Neighbourhood Budget – submitted directly to Funding Team removing Panel approval/discussion	Removal of routine task for Network staff to improve staff capacity and speeds up application process.
	Principal AAP Coordinator or HoS approval not required - (e.g. following approval from Panel application submitted directly to Funding Team)	Removal of routine task for Network staff to improve capacity and speeds up application process.
	Any relevant permissions required to deliver the project must be in place prior to application being submitted (e.g. planning permission, licences etc.)	Prevents underdeveloped projects being submitted and reduces the time staff spend on projects which may not be achievable due to permissions never being granted. Budget allocation will be more accurate if underdeveloped projects are not being aligned to budget.
	Shorter application form for those groups/organisations who apply for funding regularly e.g. negating the need to supply duplicate information	Improved and more efficient process for applicants. More efficient process for staff which will result in improved turnaround.
	Shorter application form for statutory partners who apply for funding regularly e.g. negating the need to supply duplicate information	Improved and more efficient process for applicants. More efficient process for staff which will result in improved turnaround.
	Remove re-approval step e.g. once conditions have been met applications can be submitted for payment	Improved process and turnaround.
	Introduce a catalogue of frequently delivered DCC projects with indicative costs, specifications and timescales etc. - to provide applicants with an indication of whether their scheme is feasible before submitting and application (this will act as a guide only with the caveat that costs/timescales can be inflated by various factors)	Reduce abortive work from other DCC services on costing schemes which are not achievable or where sufficient budget is unavailable. Will help County Cllrs when planning their projects.
	Funding Team will liaise directly with applicants & keep Local Network staff (and County Cllrs for Neighbourhood Budget issues via their dedicated point of contact) up to date on progress	Reduction in Network staff time on application queries and will improve Network staff capacity and speed up application process.

Process	Benefits
Monitor 25% of all projects - random (and projects identified with a declaration of interest)	Less monitoring and improved staff capacity. Random sampling will ensure that all applicants have to be prepared to be monitored if called for.
Introduce a grant application and management system (subject to procurement process, user testing and budget allocation etc.)	Reduction in Local Network staff and Funding Team time on supporting the application process improving staff capacity and speed up application process. Will allow applicants to monitor and track the progress of their application etc.