

## The Application Process

### *From initial idea to project approval*

#### **Step 1**

You identify a problem and have an idea of how to solve it.

#### **Step 2**

Discuss your project idea with Karen O'Connor, Greenfields Community Investment Manager, to ensure that your project aims and outputs fit into the CHIP Fund criteria. Telephone 01376 567317 or email [karen.o'connor@greenfieldsch.org.uk](mailto:karen.o'connor@greenfieldsch.org.uk)

#### **Step 3**

Following a discussion with the Community Investment Manager, you will be provided with an expression of interest form to complete and return.

The form asks:

- What is the problem you have identified and how will you address it.
- Who will benefit from your project and how?
- How the project fits with the CHIP Fund's criteria
- Estimate of project costs including match funding
- Organisation and contact details.
- Send to: **Karen O'Connor, Community Investment Manager, Greenfields Community Housing, Causeway House, Braintree, Essex, CM7 9HB**

#### **Step 4**

Your project idea will be reviewed by the Community Investment Manager. At this stage you may be contacted to clarify points about your project.

If the project clearly meets the criteria and focus of the CHIP Fund you will meet with the Community Investment Manager to develop a full project proposal.

#### **Step 5**

Once the project proposal is complete, it will be submitted to a grant assessment panel, along with your expression of interest, for review.

#### **Step 6**

The grant assessment panel (made up of nine individuals) will individually review and score your proposal. The grant assessment panel will then meet to decide on a shortlist of funding applications to present to the CHIP Board.

#### **Step 7**

The CHIP Board may request additional information where certain aspects of the project are unclear or lack detail.

#### **Step 8**

All applicants will be informed as to the outcome of their submission, following the meeting of the CHIP Board.

A grant agreement letter will then be sent out and a schedule of payment and monitoring will be agreed.