

**Derry City and Strabane District Council  
Operational Flow Chart for the Delivery of  
Community Support Fund, Community Venues and Good Relations  
Grant Aid Programmes 2021 – 2022**

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| Week Commencing<br>8 <sup>th</sup> March 2021                          | Approved copy of Public Notice to Marketing and Communications Section  |
| Monday 8 <sup>th</sup> March 2021                                      | H&C Director approves Advert  |
| Week Commencing<br>22 <sup>nd</sup> March 2021                         | Public Advertisement to appear in local newspapers  |
| Monday 29 <sup>th</sup> March 2021                                     | 10:00 am: online grant opens<br><br>Officer telephone numbers and email addresses will be included on the online grant portal advising that support and guidance on the application process is available on request. A link to the grant aid presentation will also be included on the online grant portal. |
| <b>4 WEEKS TO APPLY</b>  |   |
| Friday 23 <sup>rd</sup> April 2021                                     | 3:00 pm: online grant closes  |
| From Monday 26 <sup>th</sup> April to Friday 14 <sup>th</sup> May 2021 | <ul style="list-style-type: none"> <li>• Print completed application forms</li> <li>• Assessment panels by officers</li> </ul>  |
| Friday 21 <sup>st</sup> May 2021                                       | Grant Aid report to Head of Service   |
| Friday 28 <sup>th</sup> May 2021                                       | Grant Aid report to H&C Director  |
| Thursday 10 <sup>th</sup> June 2021<br>(Meeting date to be confirmed)  | H&C Committee   |
| Thursday 24 <sup>th</sup> June 2021<br>(Meeting date to be confirmed)  | Full Council Approval   |
| Friday 25 <sup>th</sup> June 2021                                      | <ul style="list-style-type: none"> <li>• Results tables to be posted online</li> <li>• Letters of outcome issued to groups</li> </ul>   |