

Grant Application and Appraisal Process

1. The project team at Worcestershire County Council (WCC) will go through your expression of interest form. If you meet the criteria for one of the Grant Programmes you will be emailed a link to register your business on our Application Portal and complete the initial registration process.
2. The project team will complete due diligence and confirm whether you are able to proceed with the remainder of the application. If deemed eligible a link to the Grant Application Form, including any supporting documents, will be emailed to you
3. Check the Worcestershire County Council website for funding round dates [Business support and grants | Worcestershire County Council](#). Please submit your application as soon as possible as funding is not guaranteed and will be allocated on a first come, first served basis. Later rounds will be cancelled if all funds are allocated in the earlier rounds.
4. The project team will check your application, quotes and supporting documentation to ensure they meet the criteria for the funding audit trail. The team will also assess the quality of your application, to ensure it includes enough information to be appraised. You will be contacted if any further information or documents are required.
5. Once it is ready your application will be included in the next available grant appraisal panel, which consists of at least two independent appraisers.
6. The project team will inform you of the appraisal outcome.
7. The project team at WCC will generate a Grant Agreement for successful applicants. For some projects, these documents will be presented at a grant agreement meeting, where you will have the opportunity to read and discuss the terms.

If you are happy to proceed you will be asked to digitally sign the documents, which form a contractual agreement between the applicant and WCC.
8. Once the grant agreement is signed by both parties, you may commence your project and purchase the agreed items/services from the agreed suppliers.
Please note you cannot place any orders or incur any expenditure before the grant agreement is signed by the applicant and Worcestershire County Council.

9. If you need to change any of the suppliers/ items, you must contact your Project Support Officer before purchasing any items. Any changes approved will be at the Project Manager's discretion and will not be guaranteed.
10. Grant reclaim guidance will be sent to you by your Project Support Officer to help you retrospectively claim the grant funding. Reclaims cannot be paid until items/ services have been received. The Grants team may arrange a closure meeting online or in person to evidence the agreed outputs and assess the impact of the project on the business. There may be ongoing monitoring following completion of your grant.