

Key steps in application process.

- 1) "A detailed Project Proposal is submitted to the secretariat. After formal submission the proposal is thoroughly reviewed.
- 2) In leading the review of Grant Project Proposals, the Secretariat may consult with the Chair, the Vice-Chair, the SLUNCF Board, any committee of the SLUNCF Board;
- 3) During the review phase, the Secretariat may ask the applicant to clarify any outstanding issues or complete any information that the Secretariat deems to be required in order to consider the Grant Proposal complete. The secretarial may also undertake reconnaissance visits in order to complete the worksheet.
- 4) The Secretariat shall aim to complete the review process with respect to all Grant Proposals no later than [three (3) months] following receipt of each Grant Proposal prior to submitting its recommendation to the Board.
- 5) A project summary is then prepared and sent to the members of the Board of Directors of the SLUNCF for their review.
- 6) Following the review process with respect to each Grant Proposal received, the Secretariat submits a recommendation with respect to each Grant Proposal for presentation to the Board
- 7) The Board shall vote on each Grant Proposal after having sufficient time to review each Grant Proposal and to discuss any questions or issues with the Secretariat and taking into account the recommendations of the Secretariat
- 8) Grant Proposal shall be awarded based on simple majority vote of the Board
- 9) Following the results of the Board selection of the submitted Grant Proposal, the Secretariat communicates to each applicant whether its Grant Proposal has been awarded or rejected (and the Secretariat shall communicate reasons for any rejection of a Grant Proposal to the relevant applicant). Unsuccessful applicants are issued a Grant Proposal Decline Letter
- 10) Project proposals approved for funding will be issued with an Award Notification Letter. "