

Summary of CILNF grant assessment process

Pre-application advice

- All applicants offered at least one 30-45 minute 1:1 advice session.
- Provision of CoL related statistics to help inform likely project demand.
- Introductions to relevant CoL Officers, CoL networks and potential partner organisations.

Eligibility check

- Applicant eligibility checked against fund criteria including: previous rejections; current grantee status; organisation type, UK registration; constitution; dissolution and asset lock; number of trustees; banking arrangements; location of activity.

Due diligence & CoL Officer input

- Committee membership; applicant charitable objects/purpose; registration with appropriate regulatory body; CIC persons with significant control; trustee churn; first gazette/dissolution history; safeguarding policy; funding history; risk register review; controversies; job description review; London Living Wage employer; comments requested from relevant CoL officers/services.

Financial review

- Independently verified accounts; income/exp trend; project costs/ineligible costs; other funding, in-kind income, earned income; assessment of latest signed accounts; balance sheet review; calculation of free unrestricted reserves; going concern & review of financial forecasts; split of reserves; costs of fundraising; any payments to trustees.

Assessment Interview

- Project beneficiaries; safeguarding procedures, training & recent incidents; management accounts review; proven demand for project; community benefit; value for money (financial, environmental, social value); project timeline; outputs and outcomes; fund priorities; monitoring & evaluation framework and methodology; duplication of services; EEDI considerations; skills and resources to deliver project; premises fit for purpose; relation to other programmes in the sector/location.

Follow-up and additional information

- Further information requested in relation to assessment interview including possible revised budget, revised M&E framework.

Independent Reference

- For new applicants a referee interview is undertaken.

Draft Assessment Report

- Covers organisation background, proposal, financial review, value for money and draft recommendation.

Charity Finance Team Review

- Significant movement of cash; financial stability; fixed assets; overdrafts, loans and payments due; adequate working capital.

External comments (2 weeks)

- Ward Councillor comments sought for all Ward specific applications.
- Neighbourhood Forum comments sought for applications specific to designated area.

Final Assessment Report and sign off

- Assessment updated to incorporate external comments and sent for review/sign off by Head CFCMT.

CILNF Officer Panel review

- Held monthly papers required 1 week in advance

RASC decision applications £100k+

- Held 6 times/yr papers required 2 weeks in advance

Grant offer and terms and conditions issued

CILNF Officer Panel Membership

Department/Service	Role
Environment	Assistant Director for Policy and Strategy – Built Environment
Environment	Group Manager (Business Development & Development Management)
Environment	Policy and Projects
Community & Children's Services	Head of Strategy & Performance
Environment	Environmental Health Technician
Chamberlain's	Head of Finance
Corporate Strategy & Performance	Equalities Director
Culture Team, Town Clerk's	Head of Offer – Cultural & Visitor Development
Environment	City Gardens Manager
Community & Children's Services	Head of Barbican and Community Libraries
Town Clerk's	Policy Officer