

Grant Awards Programme

Pre-Assessment Eligibility and Completeness Check (2027/28) Frequently Asked Questions

What is the Pre-Assessment Eligibility and Completeness Check?

It is a review undertaken before applications enter the formal assessment and scoring stages. It confirms that applications meet minimum requirements relating to eligibility, completeness and deliverability.

Why is this being introduced?

The change forms part of the approved improvements to the Grant Award Programme. It is intended to improve transparency, consistency and fairness by ensuring that all applications entering scoring meet the same minimum standards.

Does this replace the existing assessment process?

No. Applications that pass the check will continue through the existing assessment process, including Community Board consideration, quality assessment, scoring and award determination.

Will this make it harder to access funding?

No. The purpose is not to create barriers or reduce access to funding. The aim is to ensure applications contain the information required to allow fair and consistent assessment.

What will be checked?

The review will focus on eligibility, completeness and deliverability/basic assurance.

What happens if information is missing?

Where appropriate, organisations may be given an opportunity to provide clarification or missing administrative information within a specified timescale. Which has been set as 2-weeks from date of notification of any gaps or issues.

Can I change my project after the application deadline?

No. Clarifications will generally be limited to administrative matters. Organisations will not normally be permitted to make substantial changes to the nature, scope or purpose of a project after submission.

What happens if my application does not meet the minimum requirements?

Applications that do not meet the minimum requirements may not proceed to scoring. Applicants will receive an explanation of the reasons and, where appropriate, signposting to future support and guidance.

Will smaller organisations be disadvantaged?

No. The Council intends to apply the process proportionately and will ensure guidance and support are available to organisations of different sizes and levels of experience.

Will guidance and support be available?

Yes. Updated guidance notes, support materials, information sessions and advice from the Community Partnership Team will be available before implementation.

When will the new arrangements apply?

The new arrangements will apply from the 2027/28 Grant Award Programme onwards. Which launches in June 2026.

Who can I contact for further information?

Organisations will continue to be able to contact the Community Partnership Team (grants section) for advice and guidance regarding eligibility, application requirements and the funding process.