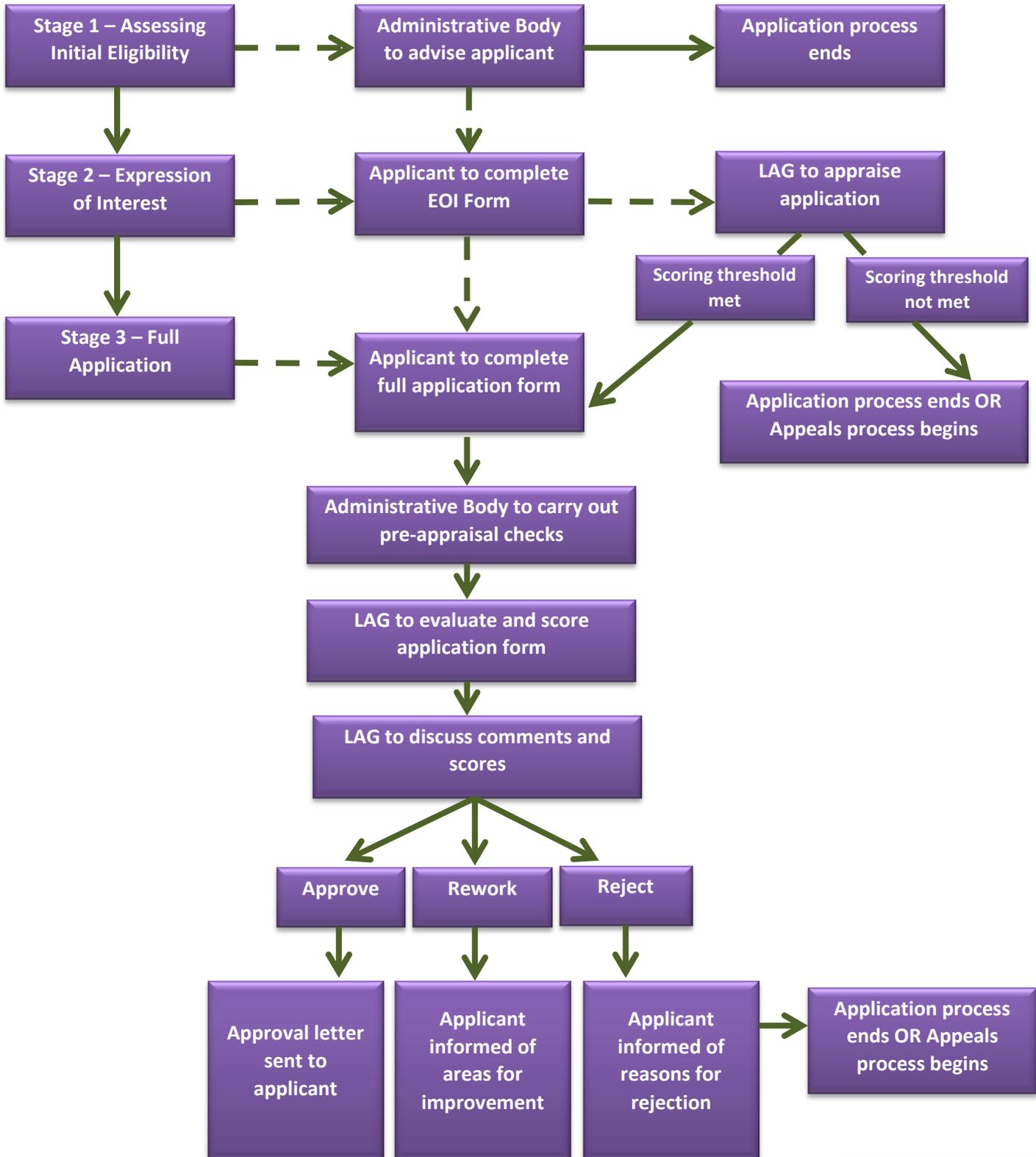




Project Application and Appraisal Process





Application Process

Stage 1 – Assessing initial eligibility

This is carried out by the Administrative Body. Projects will need to demonstrate that they contribute towards delivery of the Local Development Strategy (LDS) and proposed expenditure is eligible according to Welsh Government guidelines. If this can demonstrate they will be invited to Stage 2 of the process.

Stage 2 – Expression of Interest

Applicants will be expected to complete an expression of interest form, this will be scrutinised by the Local Action Group (LAG) and scored. Only projects that meet the scoring threshold will be invited to Stage 3 of the process. If unsuccessful, applicants have the right to appeal the decision.

Stage 3 – Full Application

Project leads will be expected to submit a formal application for funding to the LAG, providing in-depth information, including profiles and targets to be achieved. This application will be scored by the LAG and if successful will be approved for funding. If unsuccessful, applicants have the right to appeal the decision.

Appraisal Process

General Principles

- Equality issues are taken fully into account.
- The value of a good project design and development is recognised to ensure viability and sustainability of projects.
- The value of technical and specialist knowledge is recognised and utilised wherever required.
- The value of adequate consultation with key partner organisations is recognised and utilised wherever required particularly in relation to ensuring there is no duplication with other projects operating locally.
- Documentary evidence will be kept rigorously for all stages of the process.
- Sufficient, accurate information on all projects and alternative options will be sought before undertaking a project appraisal to avoid badly informed decisions.

Fairness

All LAG members exercise their functions in the public interest. Decisions must be made openly, impartially, with sound judgement and for justifiable reasons. As a LAG member you must:

- Come to the decision you make with an open mind and demonstrate that you are open minded;
- Make a decision only after due consideration of all information ;
- Seek further information if you feel that there is insufficient information available to reach a decision;
- Act impartially – do not seek to benefit a particular sector, geographic area, interest group, etc. over others;
- Not have already taken a firm view on a matter, nor give the appearance of having made up your mind before the formal consideration of an application;
- Not seek to benefit from access to sensitive or restricted information, to which you are privy as a result of sitting on the panel.

Conflicts of Interests

- If as a LAG member you are to be a direct beneficiary of LEADER funding, you should not be involved in decisions that directly affect the project under scrutiny. You should declare an interest at the earliest opportunity and withdraw from any subsequent discussion. The same applies if you face a conflict for any other reason.
- You may however, participate in discussions from which you may indirectly benefit, for example where the benefits are universal to all users/beneficiaries/community members, or where the benefit is minimal.
- If you fail to declare an interest that is known to the LAG and/or the Chair, the Chair will declare that interest.
- In the event of the LAG having to decide upon an issue in which a LAG member has an interest, all decisions will be made by vote, with a simple majority required.