

## Non-complex application process.

1. Applicant submits completed online LHI form.

2. Applications are sifted by officers into either complex or non-complex projects.

3. Non-complex applications are reviewed on a district wide basis and assigned to individual officers to progress.

4. Officer reviews assigned non-complex applications and produces a cost estimate for each application.

4a. Officer liaises with applicant to confirm the exact amount applicant will be contributing to the project if the estimated cost exceeds the amount he applicant has indicated they are able to contribute on their application form.

5. Officer group reconvenes to score non-complex applications as a group using the prioritisation matrix.

6. Non-complex scheme scores are ranked for delivery up to budget available for relevant district area.

## Complex application process.

1. Applicant submits completed online LHI form.

2. Applications are sifted by officers into either complex or noncomplex projects.

3. Complex applications are reviewed on a district wide basis and assigned to individual officers to progress.

4. Officer reviews assigned complex applications and produces a draft feasibility report for each application.

5. Officer liaises with applicant to confirm scheme objectives, extents and key project risks, usually at a site meeting.

produces
feasibility report
and budget
estimate for
project and shares
this with applicant
for comment and
review.

7. Applicant reviews report with relevant external parties and formally approves contents.

8. Officer produces technical appraisa report for the district member panel day.

9. Member panel day takes place.
Complex applications are presented by applicants and member panel will score based on set criteria.

10. Complex project scores are collated and ranked by officers for delivery up to the budget available for relevant district area.