NCG EXTERNAL FUNDING APPROVAL PROCESS

STAGE 1

AUTHORISATION TO DEVELOP AND PREPARE A RESPONSE

Submit request to respond to an external funding opportunity

ALL FUNDING VALUES

Obtain authorisation to proceed from either:
Principal or Executive Member

Progress to stage two, or record as no response decision

STAGE 2

AGREEMENT OF DRAFT SUBMISSION

Submit draft documentation / information for review

ALL FUNDING VALUES

Share with Principal and Finance Business Partner and Impacted Professional Service Teams

Review feedback and make appropriate and agreed amendments

STAGE 3

FINANCE REGULATION APPROVAL AND SIGN OFF

Submit final version for internal approval and sign off

£49,999K AND UNDER

Share with Principal and Finance Business Partner for internal approval before external submission and others as required by NCG Finance Regulations

£50K AND OVER

Share with Principal AND Executive Principal AND Finance Business Partner and others as required by NCG Finance Regulations for internal approval before external submission

Response to be submitted externally via approved mechanism

STAGE 4

OUTCOME AND IMPLEMENTATION

Follow External Funding and Generic Income Approval Policy for required actions

ALL EXTERNAL FUNDING ARRANGEMENTS

Transition to project implementation following agreement from professional services

Please note: Stage Zero will also apply in instances when a funder or partner has specified that an expression of interest should be submitted in the first instance – please refer to the full Policy for the process.