

**Applies to small applications only (Less than £5,000)**  
**Applies to large applications only (More than £5K)**  
**Applies to both applications**

Applicant makes enquiry to: [Levenmouth.Reconnected@fife.gov.uk](mailto:Levenmouth.Reconnected@fife.gov.uk) and is issued with LRP-GA001, LRP-GA002, LRP-GA003, **LRP-GA005** or **LRP-GA006 and LRP-GA007**, LRP-GA010 and LRP-GA020. Alternatively, applicants can access all documents via the website.

**Stage 1**  
Application submitted

Application submitted

Application acknowledged within **1 working day**.

**Stage 2**  
Technical check

Technical check (LRP-GA008)  
Ensure form is completed correctly, all necessary documents are provided and checked for State Subsidy. Complete within **5 working days** of application acknowledgement.

Further information/documents/clarification sought from applicant.

Projects that are to be Revenue to go forward to Investment Strategy Group for approval for budget transfer.

**Stage 3**  
Assessment of application

Once **ALL** documents/information received, technical check satisfied. The application will be checked for additionality and assessment (LRP-GA009) by the working group assessment panel. Projects assessed against specified criteria and summary report created. This will be undertaken within **20 working days** following closure of application window.

**Small**  
Once **ALL** documents / information received and technical check satisfied applications will be checked for additionality and assessed the Levenmouth Local Community and Neighbourhoods panel within **20 working days** and applicant will then be notified.

**Stage 4**  
Decision

Proposal passed to Oversight Group for approval to advance to committee for decision within **15 working days** of receipt.

Further information/documents/clarification sought from applicant.

Finalise approved application including Oversight Group comments submitted to next scheduled Levenmouth Area Committee for decision.

Unsuccessful application, feedback provided.

Applicant notified within **3 working days** of Levenmouth Area Committee meeting of decision.

Letter issued with T&C's issued (LRP-GA020).

Formal acceptance letter issued once conditions.

Project progresses monitored quarterly (**Large only**) and payment of grant processed. Claim forms must be accompanied by eligible invoices and photographs of project progress. (**Large only**)