

## Applying for Early Years Capital Grant Funding Process Map for Bolton Providers.

If your setting has demand to expand early education places, follow the steps below.

1. Have you completed each section of the application form with all the information required?  
If 'yes' proceed to step 2.
2. Have you submitted your application form with the required supporting documentation?  
If 'yes' proceed to step 3.
3. Provider reviews eligibility of application  
On completion of step 3, the applicant will receive confirmation of eligibility. If successful applicant will proceed to step 4

### **OR**

On completion of step 3, the applicant will receive confirmation of eligibility. If unsuccessful applicant will proceed to step 3a and repeat steps 2 and 3.

4. Further supporting documents or information will be requested.  
Proceed to step 5.
5. Evaluation. The provider will receive confirmation of eligibility.  
If successful, proceed to step 6.
6. Grant payment will be arranged.

**Process ends.**

**Start**  
**Process Step 1**  
**Preparation**  
Prepare the application

**Process Step 2**  
**Submission**  
Complete the funding application form and submit all the required supporting documents

**Process Step 3**  
**Eligibility**  
Development Officers review eligibility of application

**Process Step 3a**  
Applicant informed if insufficient detail on application.  
Revise & resubmit

**Process Step 4**  
**Further Information Required**  
You will be contacted to provide further supporting documents or information, e.g.  
• Business Plan  
• Quotations for resources or building work

**Process Step 5**  
**Evaluation**  
Your application will be reviewed by the Grant Evaluation Panel and a decision will be made.

**Process Step 6**  
**Grant Agreement**  
You will be informed the outcome of your application. Grant Payment will follow

**Process completed**