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Application form submitted via the RMGNA website, email or mail - secretary checks that submission criteria have been met

2

The RMGNA Secretary emails the applicant, either: (a) confirming the submission criteria has been met & the review process has begun; or, (b) providing instructions on resubmission if the criteria is not met

3

The Secretary de-identifies the submission and emails to 2 members of the RMGNA Small Grants sub-committee; they have 4 weeks to evaluate the submission & complete the review form

4

The completed forms are sent to the Secretary, who: (a) enters the review outcomes in the Small Grant database; and (b) creates a de-identified overview document of the submissions for discussion at the next committee meeting

5

At the next committee meeting, the submissions are presented and grant amounts for each of the successful applicants decided. The secretary then contacts all applicants re the review outcome and, (i) for successful submissions, outlines the next steps, or (ii) gives feedback to unsuccessful applicants