Applications are rolling in. The Program Officer is answering questions, guiding first time applicants, & ensuring the forms & documents are working. There are 17 deadlines in 2019-2020, plus rolling deadlines for certain components.

The Program Officer reviews all the applications to ensure they meet the eligibility criteria & all the info is there for the jurors. Components can have between 15 to 30 applications per deadline. The Program Officer finds the appropriate jury members for the component, sets up the workspace for them to see the applications, and answers their questions. Jurors have 2 weeks to complete their evaluations.

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Once the signed funding agreements are received, the Program Officer verifies the approved amounts, prepares the cheques, and obtains the required two signatures, & mails the payments. Cheques are prepared in order of agreement reception & signatures are done once a week.

At the pre-approved completion date, the Program Officer follows up with applicants regarding the Completion Report. The submitted reports are reviewed in order of receipt, budgets are checked against receipts, and if applicable, a cheque is prepared for the remaining 25% of the approved amount. An average of 20 projects x 17 deadlines = 340 completion reports to chase!!