LIFE CYCLE OF AN MID APPLICATION

chase after funding agreements!

Application Time!

Deadline

Review

Juries

Results

Payment

Completion Report

Applications are rolling in. The Program Officer is answering questions, guiding first time applicants, & ensuring the forms & documents are working & up-to-date.

Translation: Nicole is calming panicking people down & is explaining the difference between an MID Applicant Profile & an MNB Membership.

There are 17 deadlines in 2019-2020, plus rolling deadlines for certain components.

17!! whose bright idea was this?!?

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.
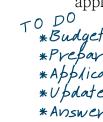
Are all the quotes included? Is the budget properly filled out? Are all the expenses eligible? Are ALL the quotes included?

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.

and nudges them nicely to get the evaluation done promptly!

The Program Officer tallies the jurors' evaluations, then calculates the approved budget accordingly. Letters are sent to all applicants, and funding agreements and project files are prepared for the successful applicants. It can take up to 6 weeks after the deadline before the applicants know the jury's decision.

TO DO
*Budget: Double check eligible expenses
*Prepare feedback for applicants
*Applicants signed funding agreement??
*Update files
*Answer emails   **pick up milk*

Once the signed funding agreements are received, the Program Officer verifies the approved amounts, prepares the cheques, 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 reception, budgets are checked against receipts, and if applicable, a cheque is prepared for the remaining 25% of the approved amount.

Average of 20 projects x 17 deadlines = 340 completion reports to chase!!