

Roles & Responsibilities

Project Identification & Screening

Step	Applicant	CPC	RPD	Partner
Outreach		CPC plans and carries out outreach activities	Provides guidance and approval for outreach plans	
Complete Original Application	Applicant must complete the application			
Receive Original Application		Note Applications Received on the Application Tracking Chart		
Review Original Application Against Eligibility Criteria		Note review comments on the Application Tracking Chart		
Review Original Application Against Fit for ADF		Note review comments on the Application Tracking Chart		
Recommend Applicant for Preliminary Site Visit or Not to Fund		Note this on the Application Tracking Chart and Submit to RPD		
Review List of Applicants & Approve Recommendations			Reviews CPC application tracking chart, gives approval to notify applicants	
Notify Applicants of RPD Decision Not to Fund or to Conduct Preliminary Site Visit		Sends a form letter notifying applicants that their application was not approved, or schedule the site visit and tell them they have made it to the next round of review		
Conduct Preliminary Site Visit	Shows CPC the project site and answers questions about the group/project	Goes to Applicant and assesses group and project viability and fit for ADF	Rarely, RPD or PA may conduct the preliminary site visit in replace of the CPC	
Complete Preliminary Site Visit Report		Submit Preliminary Site Visit Report to RPD		
Approval to Develop Project			Verbal, email, or official memo to CPC	
Application Handover		Provides notes and findings to Partner and introduces Applicant to Partner		Begins Project Development