

Project Fund Bid Process

- Bid proposals, supported by all members of relevant task group, submitted to MHA+ Manager on standard bid submission form
- MHA+ Manager sends bid submission form to all Programme Board members¹ allowing four weeks consultation time.
- After four weeks a further email will be sent to remind Programme Board members that a non-response will be assumed to be an approval.
- During the 4 weeks consultation time, the bid owner may answer questions and queries raised by Programme Board members² and these questions and relevant answers shall also be circulated amongst Programme Board members.
- Once all comments and statements of approval have been collected these will be sent to Chair of Programme Board for final approval.
- Chair of Programme Board to sign bid proposal form, if approved.
- If not approved, MHA+ Manager³ to communicate reasons to bid owner and advise if there are ways in which to improve the proposal and then submit again to Programme Board.
- Once approved, MHA+ Manager to liaise with finance and performance leads to advise on bid; how much has been agreed in principle; and timescales for releasing funds.
- If funds are to be spent on project which requires procurement, then due process to be followed.
- If funds are to be spent on project where supplier is a MHA plus member authority, then supplier documentation will be completed as appropriate and signed off by relevant route.
- Once received, a purchase order can be raised by relevant finance and performance lead and sent to supplier so that an invoice can be raised.
- Where funds are to be released in a number of stages, in the first instance, MHA+ Manager⁴ will monitor progress of project to ensure that milestones are met before release of funds; if procurement has been undertaken – the procurement lead will be included as part of monitoring process.
- Regular contact will be kept with the successful bid project team and the MHA+ Manager⁵ will publish project progress reports on MHA ISP and MSIG platforms.

¹ Including nominated scrutineer if there is a need for background information to be advised on bid

² and scrutineer if there is a need for background information that related to the bid

³ Either nominated lead or scrutineer, if necessary, who will have provided information to query the bid

⁴or MHA+ colleague/nominated lead if applicable

- On completion of the bid project the MHA+ Manager, or MHA+ lead will put a final review/case study/ feedback document together which will highlight successes and any issues to take into consideration for future projects.

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