

GRANTS POLICY

SCOPE

This Policy applies to all departments of Bridgend County Borough Council and covers all grant and external funding received by the Council, and all funding awarded by the Council.

Date of Issue: March 2016

GRANTS POLICY

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Foreword

It is essential that proper management of external funding or grants received, or funding awarded by the Council, is undertaken in order to safeguard the financial position of the Council and also to maximise the benefits to service delivery from the receipt of these additional funds.

The benefits of securing grant funding for the Council and its citizens can be significant and enable activities to take place that might not otherwise be the case. Similarly, the award of funding by the Council demonstrates the Council's commitment to support individuals and other organisations, which are instrumental in enabling it to achieve its corporate improvement priorities.

This policy must be followed in order to assist Project Managers and Finance Manager in the proper management of grant funding and other internal and external funds. It is designed for all officers who are involved in either, bidding, managing or preparing claims for grant or similar funding streams, or awarding grant funding to individuals or organisations outside of the local authority. It is the responsibility of all officers to:

- Carefully read all sections that apply and check that all relevant procedures are being carried out.
- Refer to the procedures for future reference e.g. to act as a checklist when managing externally funded projects, making new awards of grant funding or training new staff.

If you have any queries regarding the operation of these procedures, please contact the Grants Co-ordinator in the Finance Section on telephone number 01656 643623.

PART A – SECURING EXTERNAL FUNDING

Section 1 – Using external funding

1.1 Why use external funding?

There are a number of situations where attracting external funding is beneficial to the Authority and will help it meet its Corporate Priorities. It is important that funding is sought to address identified objectives and priorities – and not just because it is there. The process of bidding for and managing external funding utilises considerable amounts of existing resources – and should not be targeted just because it is available.

If a project has been identified for which external funding is beneficial, advice should be sought from the Finance Section and / or the Regeneration Funding Team. This is particularly important if funding is to be sought from the European structural funds such as the European Regional Development Fund (ERDF) and European Social Fund (ESF) as there are specific rules and guidance in relation to European Funding that must be adhered to.

Every grant has its own specific Terms and Conditions contained in the Grant Offer letter that governs its eligibility criteria, award and monitoring. Failure to comply with this funding-specific guidance can and does result in funding being withdrawn and or reclaimed. This could result in the Council having to find additional resources to meet the financial commitment.

1.2 Definition of External Funding

External funding is seen as discretionary money which is over and above our core Welsh Government funding allocations (i.e. not part of the 'Standard Spending Assessment (SSA)' or the 'General Capital Funding' allocated from the Welsh Government (WG).

There are 3 main types of external funding to the local authority:

Type 1

Funding that is allocated by funding bodies (e.g. WG) for specific purposes for which the local authority has to submit a spending plan for approval. WG assume local authorities will accept these grants in full, but there is no legal requirement to do so. Over the years a number of these types of grants have transferred into the Local Authority Settlement and they can usually be regarded as core funding to support business as usual, although it may be necessary to still specifically account for these funding allocations.

Type 2

Grants which service directorates actively pursue through an application process, which may start as Expressions of Interest, and for which they are in competition with other applicants.

This usually includes a range of funding bodies e.g. Welsh Government, European funding, Lottery funding (Heritage, Sportslot), Natural Resources Wales, Cymal, etc.

Type 3

These grants could belong under either Type 1 or Type 2, but they differ in that the grant is awarded on a regional basis to a number of different authorities, with BCBC either acting as lead for the grant, or BCBC acting as a partner organisation with another authority acting as lead and liaising with the funding authority on behalf of all authorities. There must be a signed agreement in place between BCBC and the partner/lead authority (ies) to ensure compliance with the grant terms and conditions and to safeguard BCBC's interests (often called an 'Inter-authority Agreement', but may well be a formal contract agreement).

In collaboration circumstances where BCBC is not the lead, all internal approvals must still be followed in line with those required for Type 1, Type 2 and capital grants.

Where BCBC is working in collaboration with other organisations and is not the lead authority for the grant, and therefore not the authority responsible for accepting the grant from the funding body, it is imperative that these procedures are still followed in terms of seeking approval to bid for and accept the grant, and claiming grant funding from the lead organisation.

The following sources of mainstream funding are **not** covered by these procedures:

- Central Government/Welsh Government Revenue Support Grant allocations
- Local taxes
- Fees and charges for the use of Council services
- Capital receipts obtained from the sale of surplus assets.

1.3 Managing externally funded projects

In common with all projects within the Council, any projects, whether funded from internal or external funds, **MUST** be managed in accordance with the Council's Project Management Toolkit, the requirements of which are summarised below:

Project management toolkit – some key success factors:

- **The project must have a project sponsor as well as a Project Manager**
- **Other roles and responsibilities need to be clearly defined**
- **The project must be initiated, managed, and closed as defined in the Toolkit**
- **Project controls should be consistent with the scope, size, complexity, risk of the project and defined on initiation**
- **Technical advice should be sought at start-up (including Finance) where applicable and suitable feasibility undertaken**

Note: When grant funding is awarded for goods or services not classified as a project (e.g. Education Improvement Grant, Environment and Sustainable Development Grant), the grant scheme must still have a nominated manager appointed to manage the overall requirements of the funding and must still follow these procedures.

1.4 Advice required

Before preparing any bid for external funding, including Expressions of Interest, advice should be sought from the following sources to ensure that the proposed project presents a minimal risk to the Council:

- Finance Manager;
- Procurement;
- Legal advice on the implications of State Aid;
- Appropriate technical advice.

Section 2 – Submitting a funding bid

2.1 The Bidding Process

What is a funding bid?

ANYTHING that has the potential to result in ‘grant’ funding being received by the Council, including:

- An Expression of Interest for European Funding to WEFO
- A response to a WG request, including an Expression of Interest
- An on-line grant request
- A tender via the ‘Sell to Wales’ website
- An Expression of Interest to a collaborative partner organisation

NB If unsure, please consult with the Grant Co-ordinator for clarification

The following procedure has been agreed by Programme Management Board (PMB):

Revenue Grants

- Type 1 grants - there is no requirement to seek PMB / Corporate Management Board (CMB) approval before seeking delegated powers, but delegated power must still be secured.
- Type 2 grants - PMB is required to consider and agree to the submission of any revenue grant application *before* any action is taken. This is a standing item on the agenda. If timescales require, the issue will be considered by CMB.
- Delegated Powers are only sought after approval by either PMB/CMB has been given.
- Once Delegated Powers have been secured, the application passes to the relevant Finance Manager for sign off.
- The Finance Manager then passes the application over to the Grant Co-ordinator who organises the Chief Finance Officer sign off (or authorised representative).

Capital Grants

Capital grant bid applications (property related) must be channelled through the Corporate Property Group (CPG) in the first instance. This will ensure fit with corporate priorities and that all property related issues are considered before the application is submitted. Delegated Powers are only sought once CPG has evaluated the bid and it is approved by PMB/CMB.

The procedure for Type 2 grants (as above) must be followed for all non-property related capital bids.

Once the relevant Delegated Powers have been secured, the application is then passed to the relevant Finance Manager for sign off. The Finance Manager then passes the application over to the Grant Co-ordinator who organises the Chief Finance Officer sign off (or authorised representative).

The officer making the bid is responsible for:

- Ensuring that the Grants Co-ordinator is aware of potential funding bids in order to allow time for any necessary checks and approvals;
- Setting up and/or being part of an appropriate project team for the bid and if successful, for ongoing delivery of the project;
- Obtaining all the necessary internal approvals (see list below);
- Ensuring due consultation with all interested stakeholders and appropriate corporate services such as legal, IT and procurement;
- Ensuring specific consultation with Directorate Finance Manager to confirm costs, match-funding details, staffing and available internal resources;
- Ensuring that the application form or on-line documentation is completed as required by the funding provider;
- All supporting information is clear and comprehensive;
- That sufficient time is allowed before any submission deadline to obtain necessary approvals.

Approvals required:

(NB Obtain approval to bid for and accept grant at the same time)

- **Approval sought from PMB / CMB where appropriate.**
- Delegated power approval.
- Alternatively, where considered appropriate, a report should be submitted to Cabinet requesting approval to submit and / or accept a bid.
- Resources required to manage the project have been identified.
- An Exit Strategy has to be submitted for time limited projects **before** approval will be granted to bid for the grant.
- Financial approval of the Chief Financial Officer (or authorised representative thereof) is required **PRIOR** to the submission of any bid for external funding.
- Any 'State Aid' implications must be discussed with Legal and the implications highlighted at approval stage.

2.2 Financial checks

A Finance Manager must certify that they have carried out the following checks prior to obtaining the signature of the Chief Financial Officer or authorised representative thereof:

Financial checks required:

- Bid is based on accurate and realistic costings (including technical advice where appropriate)
- Any apportionment methodologies used have been confirmed (for eg for staff time or overheads if applicable) and actually approved in advance for European applications
- Arithmetical accuracy
- Confirmation of sources of match funding
- Grant conditions met in respect of funding sources
- All financial implications (including any on-going financial consequences) have been considered and budgets identified
- Implications of State Aid
- Any design and supervision fees (including those for internal staff) have been allowed for.
- Audit costs (where allowable) have been included
- VAT is excluded from the bid
- Any other eligible and verifiable costs have been included
- Any support costs (e.g. Finance, legal, administrative) are included where these can be claimed from the funding source

NB A minimum of 2 working days must be allowed for financial checks to be completed.

All exceptions will be reviewed by the Chief Finance Officer or authorised representative thereof, who will decide on the necessary course of action.

2.3 The Grant Bid Pro-forma (Finance)

A grant bid pro-forma (Finance) (attached) must be completed by a Finance Manager and attached to the grant bid along with a copy of the Delegated Power (attached) and Project Initiation Document (PID). All documents are to be submitted to the Grants Co-ordinator, who will obtain the signature of the Chief Financial Officer or authorised representative thereof.

The Grants Co-ordinator will maintain a central register of all grant bids and their outcome, both compliant and non-compliant.

Section 3 – Accepting a grant

3.1 Changes since the bid was submitted

If, since the grant bid was submitted, any fundamental* changes have been made to the project as outlined in the original bid, then all approvals obtained when the bid was submitted must be re-obtained.

* Fundamental includes any significant financial changes in excess of 10%, changes to the geographical location of the project changes in staffing requirements and anticipated outcomes, changes in delivery timescales..

3.2 The approval letter

The grant paying body will normally issue a formal approval/offer letter showing the award of grant. This will usually be accompanied by the Terms and Conditions relating to the award and payment of that grant.

A common condition of a grant is the formal acceptance of the award, which is also an acceptance of the Terms and Conditions. **The acceptance must be authorised by the Chief Financial Officer or authorised representative thereof, before being sent to the funding body.**

Internal Approvals required:

- Delegated powers / Cabinet approval – must be obtained unless approval was granted to both bid for and accept any grant.
- A separate delegated power **WILL** be required if there have been any fundamental changes to the project (see 3.1)
- Financial approval of the Chief Financial Officer or authorised representative thereof, is required **PRIOR** to acceptance.

3.3 Financial approval.

Financial approval by the Chief Financial Officer or authorised representative thereof, is subject to completion of a Grant Acceptance form (attached). All documents must be submitted to the Grants Coordinator at least 2 working days prior to the submission deadline. All exceptions will be reviewed by the Chief Finance Officer or authorised representative thereof, who will decide on the necessary course of action.

Section 4 – Project delivery / record keeping and monitoring

4.1 The Project Manager's role

The Project Manager role is defined in the Project Management Toolkit. It is the responsibility of the Project Manager to ensure that the project is delivered in accordance with BCBC Grants Policy, the individual Terms and Conditions of the grant, the Project Management Toolkit and the European Grant Procedures (where applicable).

4.2 Records/monitoring

In particular for grant-aided projects, it is the responsibility of the Project Manager to ensure that all necessary records, in compliance with the terms and conditions of the grant (such as **original invoices and performance evidence**) are kept for the duration of the project and until final audit clearance has been obtained.

European Funded Projects

In the case of European projects, all records relating to the delivery of the project have to be stored in the dedicated European Projects archive once the project is complete. This can be for up to 15 years after the start of the project. Documents should not be destroyed until the necessary instruction is issued from Wales European Funding Office. Failure to comply with these requirements can and will result in funding being withdrawn and a financial detriment to the Council.

Records to be kept / monitored

- Documents related to project development / internal approvals
- All financial transactions- **original documentation**
- Eligible / ineligible expenditure breakdown
- Outcome / outputs as per the grant acceptance
- Evidence of publicity and acknowledgement of funding body

Where receipt of grant is dependant on outcomes or outputs, robust evidence based monitoring systems must be put in place by the Project Manager to prevent any clawback of grant. This evidence will need to be fully documented and retained for a prescribed period, as original documentation is a requirement of the European Auditors.

4.3 Electronic records

Under certain circumstances, grant funding bodies will accept electronic records as evidence of expenditure. Please refer to the relevant grant terms and conditions and, specifically for European projects, to WEFO Guidance 'Management and Retention of Records' (August 2012) for examples of where this will be appropriate. Further advice and support can be obtained from the Regeneration Funding Team. **At present BCBC requires that original hard copies of all evidence are retained for any European Funded project.**

4.4 Record retention

It is the responsibility of the sponsoring Directorate to maintain records for the minimum specified period.

Complete project files including original invoices must be kept securely until a final audit certificate has been awarded. Retention times will vary depending on the grant body, but **no records should be destroyed unless confirmation has been received from the Grants Co-ordinator that this is appropriate.**

Record retention requirements

- VAT – Current financial year plus 6 years
- European projects – original invoices recommended 15 years plus
- All other projects – until final audit certificate is awarded and for at least 6 financial years plus the year in which the expenditure was incurred,

4.5 Project closure

At the end of each project, the project must be closed in accordance with the specific Terms and Conditions of the grant.

4.6 European Projects Archive

For European funded projects, a central European Records Archive has been established in the Civic Offices. This archive is managed by the Regeneration Funding Team and they should be contacted once a project is approved in order to set up standardised archiving systems and to make arrangements for record storage.

Section 5 – Grant claims

5.1 What constitutes a grant claim?

Any claims made to an external body for funding. This will not always be in the format of a grant claim form, but must always be treated as such and these procedures followed.

Examples of grant claims:

- Traditional grant claim forms
- On-line claims
- Invoices raised for grant funds
- Invoices for services via 'Sell to Wales'
- Claims to lead authorities for collaborative projects.

5.2 Completion of claims

The Project Manager is responsible for ensuring that claims for grant are made in accordance with the Terms and Conditions of the Grant, as laid out in the grant approval letter.

The officer responsible for the completion of the claim must ensure that all of the following information is included on the claim or available for audit:

Grant claim check list

- Claim must include all eligible expenditure per Terms & Conditions of the grant.
- Expenditure must be defrayed* before it can be claimed as required.
- Expenditure **must** be supported by entries on the financial ledger.
- There must be clear working papers to support the claim.
- Any non-financial elements of the claim (e.g. outputs) **must** be supported by evidence.
- Claims must be submitted within deadlines.

* Defrayed means physically paid, not just reflected on the ledger. Seek finance guidance if unsure. This applies to ALL European Funded projects and most other funding bodies.

5.3 Grant claim form

All grant claim forms must be certified by the Chief Financial Officer or representative thereof. In order to obtain this certification, a Grant Claim Approval Form (attached) must be completed and signed by the responsible Finance Manager, once the following financial checks have been completed. All documentation is then forwarded to the Grants Coordinator to obtain the necessary certification.

A record is kept of all grant applications and approvals, and amounts claimed and received. This information is used to populate the statutory 'Whole of Government Accounts' return completed annually. It is also used to support the annual audit and to ensure that appropriate authorisations and processes have been followed to meet audit requirements.

Section 6 – Audit requirements

6.1 The requirement for an audit certificate

Most grant-paying bodies will require a certificate from an independent auditor to provide assurance that the Council is entitled to the grant funding that it has received. In the majority of cases, the audit certificate is provided either at the completion of a project or at the end of each financial year.

In some instances the Shared Internal Audit Service is required to provide an opinion on the use of the grant and provide assurance that the terms and conditions of the grant have been complied with. In these instances the responsibilities of the Project Manager and Finance Manager are the same as with externally funded projects with regard to audit requirements.

6.2 Finance responsibilities

Finance Managers and the Grants Co-ordinator are responsible for ensuring that all relevant documentation is available for auditors when the annual and final claims are submitted for audit.

The following 'checklist' must be used to ensure that all relevant information is available. The list will be passed to the auditors along with the claim.

Additional information can and will be requested during the audit to provide the necessary assurance to the auditors of compliance to existing procedures and protocols.

Audit Information Checklist			
Project Name:			
Funding Body:			
Document Required	On File	Ref	Signed Off
Final Claim submitted to Audit		A	
Contact Details for Grant Queries		B	
Copy of Grant Offer Letter, Acceptance and Terms & Conditions		C	
Copy of Delegated Powers accepting grant approval. Explanation required for non-receipt of Delegated Powers		D	
Reconciliation of Actual Spend to Grant Offer, virements highlighted with copies of any necessary approvals (e.g. Welsh Government correspondence)		E	
Supporting schedule of expenditure and reconciliation to grant offer and final claim		F	
Copies of all grant remittances with CoA details		G	

The relevant Finance Manager will submit the final claim and supporting documentation to the Grant Co-ordinator who will submit them to the Auditors.

Section 7 – Clawback

7.1 Notification

Should clawback of any amount of grant paid be necessary, at any time due to factors described in the particular grant conditions, then the Grants Coordinator should be informed immediately.

7.2 Financial implications

Reduction of revenue grant will reduce the income in the relevant Directorate and reduction in capital grant will have capital financing repercussions. Both place financial pressures on the Local Authority. Any significant clawback will need to be reported as part of quarterly financial monitoring reports to management and/or Cabinet.

Section 8 – Audit Recommendations

8.1 Audit Report

The auditors provide BCBC with an annual statement of performance in relation to their grants audit. This will identify any weaknesses and/or shortcomings in the grant claims and grant monitoring processes, and will identify recommendations for improvement on a grant level. It is essential that these recommendations are followed up and amendments implemented as necessary and in a timely manner.

The outcome of the external audit of grant claims is reported to Audit Committee each year, including any recommendations made. It is therefore imperative that any recommendations are followed up and dealt with appropriately. The Grants Co-ordinator will take a lead role in liaising with relevant officers to put in place actions and responses to recommendations, and provide updates to the Chief Finance Officer as to progress on a regular basis. This may involve liaison with Internal Audit and funding bodies as necessary.

Following the above an update report will be presented to Audit Committee identifying the management actions taken to respond to any External Audit recommendations raised. It is therefore imperative that actions are followed up and implemented as necessary.

8.2 Lessons Learnt

As part of the audit process a number of recommendations will be made to improve BCBC grant claim processes. This has a number of beneficial impacts including ensuring maximum grant is drawn down, minimising audit time on the grant and as a consequence reducing the audit fee to the Council. A record of 'common' issues will be developed and included in this document as a 'checklist' of what to check before submitting a grant claim/file for audit. There is already a checklist included at section 6.2 which provides the minimum necessary file contents for audit purposes which must be adhered to.

PART B – AWARD OF GRANT FUNDING

Section 9 – Award of Funding to External Bodies and Individuals

9.1 Policy on awarding external funding

The Council may award grants or other funding to be used by any organisation or individual for a specific purpose in the furtherance of the wellbeing of the community, either generally or for a specific purpose, which is not controlled or administered by Bridgend County Borough Council. The purpose of any grant or other funding will be to support initiatives in the local community and to help create opportunities for the residents of the County Borough.

9.2 General Principles

- The availability of funds is dependent on the Council's overall financial position and the decisions it makes as part of its Medium Term Financial Strategy (MTFS).
- Grant applications must be fully completed and assessed against a set of criteria agreed by the funding directorate in advance of invitation of applications.
- When awarding grants to any specific person or organisation for specific activities, directorates must ensure that appropriate use is made of the Welsh Language, following the principles:
 - ▶ that the Welsh language is treated no less favourably than the English language within that activity, and;
 - ▶ that the Welsh language is promoted and facilitated in the context of that activity.

9.3 Grant Criteria

The following list is not exhaustive, but it is recommended that the following requirements are taken into account when setting grant criteria and terms and conditions of grant:

- ▶ The criteria must state the maximum amount of funding available, and whether or not there is a matched funding element required.
- ▶ The applicant must provide a copy of the organisation's constitution.

- ▶ The applicant must provide copies of the most recent set of accounts / bank statements.
- ▶ The applicant must provide copies of public / employee / buildings insurance certificates, where appropriate.
- ▶ All successful applicants must provide receipts and supporting documents after the money has been spent.
- ▶ Grant applications cannot be made retrospectively.
- ▶ The grant must only be used for the purpose for which it was awarded, unless written approval has been received from the Council for a change in use.
- ▶ The Council has the right to reclaim the grant if it has not been used for the purpose specified on the application form, or revised purpose following subsequent agreement.
- ▶ Any unspent monies must be returned to the Council.
- ▶ In the case of grants awarded for projects for which additional grant funding is to be sought to enable the project to proceed, the funding approved will only be available when all other funding is secured / in place.
- ▶ On-going commitments to award grants in future years will not be made. A fresh application will be required each year.
- ▶ The criteria must state that any on-going revenue costs arising from one-off funding is the sole responsibility of the applicant.

9.4 Application of Welsh Language Standards

Directorates should establish clear procedures that will ensure that the Welsh Language principles outlined above are followed when grants are awarded. Such procedures will include:

- ▶ ensuring that those who apply for a grant are given clear information about the Welsh language requirements in any explanatory notes or guidance provided to them with application forms, explaining how those requirements will be considered within the assessment of the grant applications.
- ▶ ensuring that grant application forms ask applicants to explain what use will be made of the Welsh language within the funded activity.
- ▶ ensuring that grant application assessment procedures consider to what extent the applicants intend to use the Welsh language within the funded activity.
- ▶ ensuring that letters offering grant aid set out clear conditions in relation to the Welsh language as part of the offer.
- ▶ helping applicants to understand the requirements in terms of the use of Welsh, and where appropriate, supporting those who

receive a grant to ensure that appropriate use is made of Welsh within the funded activity.

- ▶ establishing monitoring systems to ensure compliance with those conditions, seeking regular reports as appropriate, and addressing any weaknesses at an early stage and in a constructive manner where possible, reserving the possibility of withdrawing a grant to serious cases.
- ▶ ensuring that those who receive grants make appropriate use of the Welsh language is the responsibility of the directorates that award those grants.

Section 10 – Glossary of terms

External Funding	Any funds received from an external source which is used to deliver a specific project or projects by the Council and for which a grant claim (in whatever form) will be made.
Grant Bid	An application form / Expression of Interest/ Business Case or report used to request funding from an external source e.g. WG, WEFO, , and authorised by a nominated signatory
Grant Approval	Formal confirmation of an award of grant from the external source
Grant Acceptance	The Authority's formal acceptance of the award and the terms and conditions of the grant, authorised by a nominated signatory
Grant Claim	A form or report used to claim external funding for expenditure identified as eligible under the terms and conditions of the grant
Delegated power	A form (see attached) which records the performance of a Cabinet or Council function which has been allocated to specific officers under the Authority's Scheme of Delegation.
Chief Financial Officer	The Corporate Director Resources or one of his nominated signatories – currently the Head of Finance and ICT
Finance Manager	The relevant Directorate Finance Manager attached to the project.
Grants Coordinator	Officer within the Finance Section responsible for the co-ordination of all externally funded projects within the Authority
Project Manager	The officer responsible for the completion of the bid, the management of the project and the submission of the grant claims
Grant Management Form	A form, supplied by the Grants Coordinator, that must accompany each bid, acceptance or claim when submitted for authorisation by a nominated signatory (see attached).

Matched Funding	Public or private sector finance put forward as a contribution to gross project costs is defined as matching funding or co-funding. European funds are designed to fill the funding gap for a project when all other possible sources of finance have been exhausted. A wide range of public organisations and voluntary agencies are designated as eligible for grant purposes.
Project Management Toolkit	The Council's Programme & Project Management Toolkit explains how programmes and projects are managed in the Authority.
Project Initiation Document (PID)	A logical document which brings together all the key information needed to start the project on a sound basis and to convey that information to all concerned with the project
Regeneration Funding Team)	The Regeneration Funding Team) of Bridgend County Borough Council offers support, advice and guidance to council departments and organisations within BCBC on carrying out projects funded by European Structural Funds and other external funders.

Useful information links

Grants Policy

<http://www.bridgenders.net/finance/Pages/Grants-policy.aspx>

Project Management Toolkit:

<http://www.bridgenders.net/coe/Pages/Project%20management%20toolkit%20home%20page.aspx>

Audit Committee reports:

<http://parliment/ieListMeetings.aspx?CIId=132&Year=0>

Wales Audit Office Good Practice Guide: Grants Management:

<http://www.wao.gov.uk/good-practice/finance/grants-management>

Finance Section

Grant

Management

Forms*

March 2016

* Available via the intranet

GRANT BID/ACCEPTANCE FORM

Project Name				
Funding Source				
Sponsoring Directorate				
Project Manager				
Link to Corporate Priority				
Date agreed by PMB / CMB				
Deadline for Bid to be Submitted				
Financial Year	Fin Yr /	Fin Yr /	Fin Yr /	Total
	£	£	£	£
(a) Capital Grant				
(b) Revenue Grant				
(c) Total Grant (a) + (b)				
(d) Capital Match Funding				
(e). Revenue Match Funding				
(f) Total Match Funding (d) + (e)				
Total Project Cost (c)+(f)				
Internal Fees (incl. in line above)				
Detail of match funding (incl. financial codes if applicable)	£	£	£	£
Total (to agree with (f) above)				
	£	£	£	£
Grant Audit fees incl. in project costs				
Explanation for exclusion of internal fees and/or grant audit fee:				
FINANCIAL CHECK COMPLETED BY:				
To be completed by Grant Co-ordinator Resources Finance				
Received by:		Date:		

GRANT CLAIM APPROVAL FORM

Project name _____

Funding source _____

Sponsoring Directorate _____

**Cost Centre for
Eligible Expenditure**

**Cost Centre Code
for income**

CLAIM PERIOD:

DUE DATE:

TOTAL GRANT APPROVED:

AMOUNT NOW CLAIMED:

CUMULATIVE TOTAL OF GRANT DRAWN DOWN:
(Including amount now claimed)

Source of evidence for non financial data

FINANCIAL CHECK COMPLETED BY:

To be completed by Grant Co-ordinator Resources Finance

Received by: _____

Date: _____

SCHEMES OF DELEGATION OF FUNCTIONS
RECORD OF DECISION

1.	Scheme Information:	
	a. Decision Reference Number:	
	b. Decision Type (Proposed or Actual):	Proposed
	c. Scheme under which decision is to be made	Scheme B2
	d. Paragraph Number:	1.2
	e. Does this Decision contain Exempt Information? If so, provide details with reference to paragraph(s) 12 to 18, Part 4 and paragraphs 19 to 21, Part 5 Schedule 12A, Local Government Act 1972.	
	f. Does this Decision contain "Confidential information:	
2.	Details of Decision (including details of public interest test used in Part 1(e) above):	
3.	Reason for Decision (including any reasons for urgency which led to the implementation of the decision before the preparation of this record or before the expiry of 3 working days after the publication of the decision to which call-in provisions apply):	

4.	Details of Consultation undertaken prior to the decision or, if none reasons why none undertaken:

5.	Details of any interest declared in relation to the decision:
	a. by any Cabinet Member consulted in relation to the Decision:
	b. by any Cabinet Member who would have been the Decision maker except for the declaration of such an interest:
	c. details of any dispensation granted by the Standards Committee in respect of interest declared:

6.	Contact Details:	Case Officer
a.	Name:	<input style="width: 100%;" type="text"/>
b.	Job Title/Role:	<input style="width: 100%;" type="text"/>
c.	Telephone Number:	<input style="width: 100%;" type="text"/>
d.	E-mail Address:	<input style="width: 100%;" type="text"/>
e.	Date Decision made:	
f.	Signature:	

Notes:

1. Electronic copies of this form must be sent to Cabinet & Committee Services (cabinet_committee) & Member Services (membersbcbc).

7. Decision Administration Information (Cabinet & Committee Services use only)

- a. Date received
- b. Confirmation of Urgency
- c. Date published
- d. End of Call - In period (Scheme A & B1 only)
- e. Decision Called in.
- f. Effective date of Decision.