Grant Aid Monitoring Requirements & Payment Schedule 2015-18

Monitoring Requirements

This document outlines the monitoring requirements for 2015-18, which are a condition of the 3-year Grant Aid Agreements. The final page also outlines the payment schedule.

Why we monitor

Monitoring provides evidence to show how the Grant is being used and the benefits it is bringing to local communities. Monitoring should also help groups to:

✓ Collect and share valuable information about how service users benefit from the project/service
✓ Identify what's working well
✓ Review the challenges faced and explore how they can be addressed.

Types of monitoring

Below is a summary of the types of monitoring used:

1. **Condition of funding information**: This information is required in order to start the grant aid agreement and make the first payment. This includes returning the signed grant aid agreement and BACs form to enable the grant to be paid into a bank account. Groups will be advised of any additional conditions of funding requirements, if applicable.

2. **Interim Monitoring Report (IMR):** This questionnaire will help groups to provide a brief update on how their funded project/service is progressing in a consistent format. Examples of the types of questions to expect can be found on the following page.

3. **Annual Monitoring Report (AMR):** This questionnaire will assist groups with reviewing their project/service at the end of each funded year. Groups will also be required to complete a statement to confirm how they've used the grant. Examples of the types of questions to expect can be found on the following page.

4. **Monitoring visits:** One of the best ways to get to know a group and the services delivered is by visiting. Please see the section on 'Grant Aid Monitoring Visits: Information for Groups', within this document.

5. **Annual accounts/report sampling:** The Council will review a sample of accounts/annual reports for groups that are required to submit their accounts/annual report to the Charities Commission, (or other appropriate regulatory body): The Council may contact groups if there are any queries relating to their accounts and/or annual report.

Please note: The Council aims to review the monitoring requirements annually. Where there are opportunities to improve the monitoring arrangements – and/or if there are changes to the audit/statutory/regulatory requirements, the Council may revise the monitoring requirements accordingly. The Council will notify groups in writing, if this is the case.

The following pages provide further details about the monitoring requirements and payment schedule, which we strongly recommend that groups familiarise themselves with.
If you have any queries about the Grant Aid monitoring and/or payments, please contact:
cvs.team@nottscc.gov.uk

Grant Aid Interim & Annual Monitoring Reports 2015-18

Interim Monitoring Report (IMR)

By 15th October* and 15th February* in each funded year, a link to the online IMR will be emailed to groups.
The IMR will typically include questions on:

a. How is the project/service progressing to date? (including challenges that the group is experiencing and how the challenges are being addressed)
b. The number of service users to date
c. The number of volunteers to date
d. The number of volunteer hours/week to date
e. Additional funding that the group is planning to apply for and/or has applied for
f. Any changes – e.g. changes to the key contact people? Changes to the delivery schedule?

Groups to complete their IMR by:
31st October * and by 28th February* in each funded year.
(*or the next working day, if this date falls on a weekend).

Annual Monitoring Report (AMR)

By 15th June* in each funded year, a link to the online AMR will be emailed to groups.
The AMR will typically include questions on:

a. How is the project/service progressing to date? (including challenges that the group is experiencing and how the challenges are being addressed)
b. The number of service users to date
c. The number of volunteers to date
d. The number of volunteer hours/week to date
e. The number of <u>new</u> volunteers recruited during the funded year (1st July – 30th June)
f. To what extent does / will this project encourage fairness in local communities by tackling disadvantage?
g. To what extent does / will this organisation / group identify ways to generate their own income to become less reliant on future Grant Aid awards?
h. To what extent does / will this project provide volunteering opportunities?*
i. To what extent does / will this project 'help people to help themselves'?
j. Any changes – e.g. changes to the key contact people? Changes to the delivery schedule?
k. How the grant has been spent
l. Additional funding that the group is planning to apply for and/or has applied for
m. The financial value of any additional funding secured during the funded year (1st July – 30th June)
n. Information/examples about any development, support and dissemination of good practice in service provision
o. Case studies to illustrate the difference that the grant is making
p. Any other achievements that the group would like to report on (e.g. sector nominations/awards)

Groups to complete their AMR by 30th June* in each funded year.
(*or the next working day, if this date falls on a weekend).

Please note:
- **We recommend that groups collate information during each funded year to assist with completing their IMR and AMR.**
- **These questions are a guide - we may change and/or ask additional monitoring questions, as appropriate.**

Grant Aid Monitoring Visits: Information for Groups 2015-18

Purpose of the monitoring visit
One of the best ways to get to know a group and the services delivered is by visiting. Monitoring visits provide an opportunity to:

- See and discuss the successes – and challenges of your group/service
- Identify other support that may be beneficial to your group
- Review how the project/service is operating in line with the Grant Aid Agreement (this will include checks to see that the required policies and procedures are in place).

When will the monitoring visit take place?
Generally, visits will be carried out annually; however, visits may be arranged more frequently, (e.g. to review progress on agreed actions). In most cases, visits will be arranged with the group in advance. Occasionally, visits will be unannounced – therefore, it is important that you keep us informed of any changes to your project/service.

Who will carry out the monitoring visit?
The monitoring visit will be carried out by a colleague from the Community & Voluntary Sector Team or a Grant Aid Lead Officer (i.e. an officer or manager with specialist knowledge about your service area). In this document, we refer to the person making the visit as the 'visiting officer'.

What will the visiting officer want to discuss/see during a monitoring visit?
The visiting officer will want to:
- Discuss how the project/service is progressing (including any challenges that the group is experiencing and how the challenges are being addressed).

- Observe activity funded by the grant and meet with service users and / or volunteers (where appropriate / practicable during the usual service/activity time)

- See the relevant policies & procedures - groups will need to ensure that the relevant information is accessible to the visiting officer during the monitoring visit. To assist the visiting officer and make the most of the visit time, please ensure that the documents listed in the Monitoring Visit form (section 5: Compliance Monitoring), are readily available for the visiting officer to view. Other information may be requested, as appropriate (e.g. attendance registers).

The visiting officer will also complete a monitoring visit form to record the visit discussions and observations. The visiting officer may wish to agree an action plan with the groups, where

> ***Note that groups delivering <u>community transport</u> projects have also been advised separately by the Council of the Community Transport Good Practice resources available to them which will be referred to as part of the visits.***

appropriate.
Who will the visiting officer need to see during a monitoring visit?
The visiting officer will need to meet with someone who has responsibility for the day-to-day management / co-ordination of the funded project or service. During the visit, the visiting officer would also like to meet service users and / or volunteers, where possible.

Photos
The visiting officer may wish to take photographs. Those in the photo will be asked to sign an image consent form, which outlines how the image(s) will be used. If groups would like to provide their own images, please obtain permission from those in the photo(s).

How long will a visit last?
A typical monitoring visit will last about 2 hours (this is variable depending on the nature of the service and discussion during the visit).

Grant Aid Monitoring & Payments Schedule 2015-18

Monitoring due date	Monitoring required in each Grant Aid year: Year One: 1st July 2015 to 30th June 2016; Year Two: 1st July 2016 to 30th June 2017; Year Three: 1st July 2017 to 30th June 2018
By 30th June 2015	**Groups must return to the Council:** • Their signed agreement • BACs form • Conditions of funding information (if requested).
July 2015, 2016 & 2017	**Payment*** • Groups with Grants of **£5,000 or above** will be paid **75%** of their annual award; and: • Groups with Grants of **£4,999 or less** will be paid **100%** of the annual award.
By 31st October 2015, 2016 & 2017	**Interim Monitoring Report** (IMR) due
By 28th February 2016, 2017 & 2018	**Interim monitoring Report** (IMR) due
By 31st March 2016, 2017 & 2018 *(note that payments authorised in late March may not show in the nominated bank account until April).*	**Payment*** • Groups with Grants of **£5,000 or above** will be paid 25% of their annual award. *(Please note that the March payment is not applicable to groups with Grants of £4,999 or less as they receive100% of their annual award in July).*
By 30th June 2016, 2017 & 2018	**Annual Monitoring Report** (AMR) due
July 2015 – 30 June 2018 (as arranged by the Council)	**Monitoring Visits** **and** **Annual Accounts/Report sampling**

*Please note that all monitoring must be satisfactorily completed and groups must demonstrate that they are operating in line with the Grant Aid Agreement before the Grant is released.