Grant Aid
Summer Play Schemes
2016 & 2017

Information for Applicants

If you would like a copy of this document in braille or large print, please contact the Community & Voluntary Sector (C&VS) Team:

cvs.team@nottscc.gov.uk / tel: 0115 977 2041
# Grant Aid Summer Play Schemes 2016 & 2017
## Information for applicants

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Section 1: Introduction

Our ambition is for Nottinghamshire to be a place where children and young people are safe, healthy and happy, where everyone enjoys a good quality of life and can achieve their potential. One of the ways we do this is through supporting Summer Play Schemes through our Grant Aid fund.

What is Grant Aid?
Grant Aid is a discretionary financial contribution* awarded by Nottinghamshire County Council (the Council), to support the delivery of non-statutory projects / activities / schemes and services that contribute to the Council’s strategic plan:

www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/

*Grant Aid is a contribution which means that you must have other sources of funding– see Appendix 1 for further information.

What is the Summer Play Scheme funding for?
Summer Play Scheme funding can be used to support play schemes delivered during the Nottinghamshire school summer holidays, for the benefit of Nottinghamshire children and young people aged 5-14. The Summer Play Scheme must be additional to what the group/organisation would normally deliver.

Please read this document in full for further information about the funding priorities and what the funding can be used for.

Who can apply?
The types of groups that are eligible to apply are listed in Section 3 of this document.

How much money can groups apply for?
Summer Play Scheme applicants can apply for up to £1,000 per year, for two consecutive years (i.e. a maximum of £2,000 to deliver Summer Play Schemes in 2016 and 2017).

Please note that for successful applicants, funding for year two is subject to satisfactory compliance with the Agreement (including monitoring), during the first year.
Grant Aid Summer Play Schemes 2016 & 2017
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Application dates

Applications are invited from Monday 18 January 2016.
The closing date for applications is 9am on Monday 22 February 2016.

How to apply

1. It is strongly recommend that you read all the information contained in this document before starting your application.
3. Complete your application – remember to save it on your PC!
4. Email your application form – along with the supporting documents to: cvs.team@nottscc.gov.uk

Please note:

- When emailing your application, please type: ‘Summer Play Scheme Application’ and the name of your group/organisation in the email subject line, e.g.
  From: example group name email address
  To: cvs.team@nottscc.gov.uk
  Subject: Summer Play Scheme Application - Example Group Name
- The information provided in your application will be subject to Data Protection and Freedom of Information legislation – see appendix 5 for further information.

Need help to complete the application?

- If you require help with completing your application form, please contact the Nottinghamshire County Council Community & Voluntary Sector (C&VS) Team:
  cvs.team@nottscc.gov.uk / 0115 977 2041
- Alternatively, your local CVS (Council for Voluntary Service) may be able to assist you.

Further information

- For further information, please read all sections of this document.
- If you can’t find the answer to your question, then please contact the C&VS team.
Section 2: Summer Play Scheme Funding Priorities

The Nottinghamshire County Council Young People’s Service supports Voluntary Sector play provision for children and young people aged 5-14 years. We recognise that by focussing our resources, including Grant Aid, on providing opportunities for positive play experiences, we can bring Nottinghamshire communities together and support the social and emotional development of children through the natural process of play.

We are interested in applications that:

- Demonstrate how their Summer Play Scheme contributes to the Council’s Strategic Plan: [http://www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/](http://www.nottinghamshire.gov.uk/thecouncil/plans/councilplansandpolicies/strategicplan/)
- Demonstrate how the Scheme will provide play opportunities that are safe, high quality and varied.
- Will be delivered during the Nottinghamshire school summer holidays, for the benefit of Nottinghamshire children and young people, aged 5 – 14 years old.
- Demonstrate how the needs of minority, diverse and excluded groups will be addressed during the Scheme.
- Indicate how the specific/target community has been / will be involved (e.g. in the planning, delivery and evaluation).
- Have in place good governance – governance is essentially about how the group / organisation is set up and run. Please see Appendix 2 for further information.
- Offer Summer Play Schemes that are additional to what the group would normally deliver.
Section 3: Application Assessment Considerations

During the assessment process, we will consider:

a. Is the organisation / group one of the following

<table>
<thead>
<tr>
<th>Organisation / group type</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>• A registered charity (this could be a Charitable Incorporated Organisation (CIO), an unincorporated charitable association, a charitable trust or charitable (not-for-profit) company limited by guarantee)</td>
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<tr>
<td>• A voluntary / community group that is not registered as a charity (this group could be set up as an ‘unincorporated association’)</td>
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<tr>
<td>• A Friendly Society or an Industrial and Provident (Community Benefit) Society with charitable purposes and registered with an appropriate regulator</td>
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<tr>
<td>• A community interest company (CIC) with charitable activities and limited by guarantee</td>
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<tr>
<td>• A social enterprise (set up using a recognised legal form).</td>
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b. The extent to which the application meets the Summer Play Scheme Funding Priorities.

c. The extent to which the application is in line with the requirements as outlined in this document.

d. The Geographical area served – priority will be given to disadvantaged, rural areas and areas where there is little or no access to play scheme provision within Nottinghamshire.

e. The number of different children and young people aged 5-14 years that are expected to benefit from the play scheme.

f. How the wider community will benefit from the play scheme.

g. How applicants plan to use the grant.

h. Whether the play scheme has the following in place relevant and appropriate governance arrangements, policies and procedures - see Appendix 2 for further information.

i. Arrangements for the management of the Play Scheme.

j. Does the group have in place other funding / income?

k. Does the application include plans for the sustainability of the Summer Play Scheme and / or similar, related activities for the benefit of Nottinghamshire children and young people aged 5-14?

Continued/…
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I. Previous funding from Nottinghamshire County Council.

m. Is the information provided sufficient and clear?

n. Are all sections complete?

o. Is the Summer Play Scheme additional to what the group/organisation would normally deliver?

p. Has the group submitted all the relevant additional information, as requested?

q. Value for money, therefore, the following formula will be applied and considered during the assessment process:

| The amount of money requested / the number of delivery hours / the number of children per session |

Ofsted Registration Certificate
Registration with Ofsted is a desirable (rather than an essential) requirement. If the play scheme is registered with Ofsted, a copy of the Ofsted Registration Certificate (or Exemption Certificate), should be submitted with the Grant Aid application.

Assessment visit
As part of the application process, assessors may wish to meet with applicants to carry out a ‘due diligence’ check and / or to clarify aspects of the application. During this visit, applicants will be required to provide evidence in support of their application (e.g. where applicants have confirmed that they have various policies and procedures in place, the visiting officer would like to see these).
Appendix 1: Frequently Asked Questions (FAQs)

Can my group apply?
Your group / organisation can apply for Summer Play Scheme funding if your organisation type is listed in Section 3.

Can a group of organisations/partners apply?
Yes, groups of organisations / partners can apply – this could be as a ‘consortium’ or ‘partnership arrangement’. The application must provide a lead group / lead individual as the primary contact for the application and must provide information about how the group will be managed.

If the application is successful, the lead organisation/group will be responsible for managing the grant (e.g. for the receipt and distribution of funds as agreed with the group members), and for ensuring compliance with the terms of the agreement (e.g. monitoring).

Note that all the groups / partners within the ‘consortium’ or ‘partnership’ must meet be one of the organisation types listed in Section 3.

Can school PTAs (Parent Teacher Associations) apply?
PTAs that have their own governance arrangements separate to the school and that propose to deliver a project for the benefit Nottinghamshire children and young people within the wider community (not just for the sole benefit of the school), can apply.

Can individuals apply?
No, individuals cannot apply for Summer Play Scheme funding.

I’m studying childcare / a course related to childcare/play – can I apply?
No, Grant Aid cannot be used for student activities linked to their formal study / course assessment; nor for student tuition fees or living costs.

What governance arrangements do applicants need to have in place?
It is strongly recommended that groups have good governance arrangements in place. Further information about governance is available in Appendix 2.

I’m thinking of setting up a scheme for children/young people, during term-time – can I apply?
Summer Play Scheme funding is for schemes that will be delivered during the Nottinghamshire School summer holidays only.
I’m thinking of setting up a scheme for children/young people, during the half-term / Easter / Christmas school holidays – can I apply?

Summer Play Scheme funding is for schemes that will be delivered during the Nottinghamshire School summer holidays only.

I’m planning a project / scheme to start before the closing date – can I apply?

Grant Aid funding cannot be used retrospectively and the Summer Play Scheme funding is specifically for projects that will be delivered during the Nottinghamshire school summer holidays.

My project / scheme will cost more than £1,000 per year - can I apply?

Applications requesting up to £1,000 per year will be considered. If your total project / scheme will cost more than £1,000 per year, you could explore ways to reduce the cost and/or raise the additional money from other sources. Information about additional funds must be provided in your application.

I have a small project / scheme in mind that will cost less than £1,000 per year – can I apply?

Applications requesting less than £1,000 per year will be considered (the maximum amount that can be applied for per year is £1,000).

What can the Summer Play Scheme funding be used for?

Grant Aid funding is a contribution to the core (i.e. revenue or overhead) costs that are essential to managing and delivering the time-limited project / scheme. The core costs for the funded project (scheme) might include:

- Staff salaries (for employees involved in delivering, supporting or overseeing the project)
- Administration costs e.g. rent, heating, electricity, insurance used in connection with the project
- Materials/equipment used in the direct delivery of the project activities
- Healthy food initiatives (e.g. promoting healthy eating through the project activities)
- Professional fees associated with the project
- Staff training associated with the project.

Applicants will be required to provide a breakdown of how the Grant Aid funding will be spent and other sources of funding.
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What are ‘other sources of funding?’
Applicants must have funding from other sources in place (or plans to secure other funding). Other sources of funding could be:

a. Money (e.g. grants and donations from other organisations, member subscriptions and fund-raising);
b. ‘In-kind’ support that can be quantified (e.g. the value of volunteer hours, the financial value of materials donated, venue hire cost waived).

Other sources of funding should be used to cover different costs – i.e. it should not duplicate what the Grant Aid funding is awarded for.

After submitting the application, can we obtain funding from other sources?
If you wish to obtain funding provided outside of the original funding breakdown, you will need to ensure that this is to cover different costs to what the Grant Aid funding will be used for (i.e. it additional funds must not duplicate the Grant Aid funding).

Note that if any group/ organisation finds that it has made a surplus, the surplus money should be used for the sustainability / legacy of the Summer Play Scheme or related activity for the benefit of Nottinghamshire CYP (or returned to the Council if the surplus is Grant Aid funds).

I would like to deliver a project for less than 2 years – can I apply?
The fund is open to applications that meet the criteria and that plan to deliver the Summer Play Scheme for two consecutive years: 2016 and 2017.

Applications must also demonstrate plans for a lasting legacy / sustainability beyond the funded period.
What can’t the funding be used for?

Summer Play Scheme funding cannot be used as a full or partial contribution to / for the following:

- Existing services / activities / schemes / projects
- Services / activities / schemes / projects intending to create a profit / surplus / build up a reserve
- Subsidy of registered childcare which would normally be open regardless of the funding
- Payment of transport for day trips and associated entry fees
- Goods for resale at a profit (e.g. tuck shop)
- Projects that have already happened / costs incurred before the start of your Grant Aid Agreement (we cannot fund retrospectively)
- Capital costs (e.g. spending on assets that will last for many years, including buildings)
- Building maintenance
- Projects / services that do not primarily benefit Nottinghamshire County residents
- Projects delivered by other types of statutory organisations (e.g. schools, district councils)
- Loan repayments
- Self-promotional activities which do not provide benefit to Nottinghamshire CYP
- Costs that are already paid for by other income / your own funds / any other funding (as this would be classed as ‘duplicate funding’, which is not permitted)
- Activities that contribute to a formal educational programme/qualification
- Activities that are for the sole purpose of promoting political or religious views / where the children/young people must take part in religious activities in order to benefit*
- Services / activities / schemes / projects that offer a single focus for example sports, arts and crafts*

*However, if there is evidence that the play scheme meets the needs of the community or complements existing provision the application may be considered. The applicant will be required to provide sufficient supporting evidence.
Can I make more than one application?
You can make more than one application, but each application must be for a different Summer Play Scheme.

Can a group based outside Nottinghamshire apply?
Groups based outside of Nottinghamshire can apply for funding if they can demonstrate how they will meet the funding priorities.

We're a branch of a larger umbrella/national organisation – can we apply?
If you’re a branch of - or related to, a larger umbrella organisation that has some legal responsibility for the work that you do, it is recommended that you discuss your proposed application with the umbrella organisation before applying. If your application is successful, it is recommended that you inform your umbrella organisation about this.

How is Grant Aid different to commissioning?
Grant Aid is a discretionary financial contribution to support the delivery of non-statutory services that contribute to the Council’s community priorities. Grant Aid does not directly purchase key services – which makes Grant Aid distinct from commissioning.

Can the grant be used for research projects?
Grant Aid is not available for projects with a primary aim of academic research.

To deliver the proposed project, we'll need to employ someone – how do we go about this?
If you plan to employ people, it is recommended that you seek advice on your statutory obligations.
Contact HM Revenue & Customs (HMRC): www.hmrc.gov.uk

What are the tax implications for applicants?
Applicants are responsible for obtaining their own financial and legal advice. It is recommended that applicants seek financial advice on their tax position as a result of any funding. Contact HM Revenue & Customs (HMRC): www.hmrc.gov.uk
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Will the funding cover 100% of the project cost?
A number of factors will be taken into consideration during the assessment process. If your application is successful, you may - or may not be awarded the full amount requested.

What happens if my application is successful – but the award is less than what was applied for?
The applicant should carefully consider a range of options, including whether additional funding can be raised? Can costs be reduced without impacting on the quality? In some cases, the group may decide that it will not be viable to run the project / scheme / service and should notify the Council if this is the case.

Will there be other opportunities to apply for Grant Aid outside of this round?
Any future Grant Aid schemes will be advertised on the Nottinghamshire County Council web-site.

What happens after I submit my application?
Applications will be assessed and recommendations for funding will be considered by the Grant Aid Sub-Committee. The Grant Aid Sub-Committee will confirm which applications will be offered a funding award.

When will I know the outcome of my application?
Applicants will be notified of the outcome of their application after 17 May 2016.

If my application is successful, when will the agreement start? When will the agreement end?
Summer Play Scheme Agreements for successful applicants will cover the Nottinghamshire summer school holidays for two consecutive years (2016 & 2017).
Please note that continued funding for the second year is subject to satisfactory scheme / project delivery in year one*.

*Delivery outputs / outcomes will be based on the information provided in your application and confirmed in the agreement for successful applications.
Appendix 2: An Introduction to Governance for Voluntary and Community Sector (VCS) Organisations / Groups

Introduction
Grant Aid is public funding and the Council is accountable for public funds. Therefore, it is essential that relevant checks are carried out to reassure the Council - and the public that an organisation is able to effectively manage public funds. Reviewing the governance arrangements that groups have in place helps us to do this.

What do we mean by governance?
Governance is about the way your organisation is set up and run.

Why is good governance important?
- Groups receive their money before they deliver the project/service – therefore, checks will be carried out to provide reassurance that the public money is going to organisations that can effectively deliver the projects/services that contribute to our service priorities.
- Good governance is also important for your group, service users and other stakeholders as it underpins the delivery of quality projects/services in a safe, effective and efficient way.
- Good governance can help to reassure other stakeholders and potential funders.
- To be eligible for Grant Aid funding, groups are required to confirm and/or demonstrate that they have good governance arrangements in place.

How / when does the Council check for good governance?
We may ask applicants to provide information about governance arrangements at any stage of the application process and/or during the term of the Grant Aid Agreement. In some cases, we may request information about governance after the funded period.

If your organisation / group has good governance arrangements in place, then the monitoring (and audit) requirements for Grant Aid funding should be straightforward.

Groups may wish to complete the following checklist to assist them with reviewing their own governance arrangements:
## Governance checklist

<table>
<thead>
<tr>
<th>Item</th>
<th>Question</th>
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<tbody>
<tr>
<td><strong>Governing documents</strong></td>
<td>Is the governing document the correct type for your organisation? E.g.</td>
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<tr>
<td></td>
<td>A governing document is a set of rules or agreement for your organisation / group.</td>
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<tr>
<td></td>
<td>- A Constitution (or ‘Rules’) for unincorporated associations;</td>
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<td></td>
<td>- A Small Charity Constitution (for organisations that do not meet the financial threshold for registering with the Charities Commission)</td>
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<td>- A CIO Foundation or Association Constitution for CIOs;</td>
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<td></td>
<td>- Articles of Association (for charitable companies);</td>
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<td></td>
<td>- Trust Deed for Trusts.</td>
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<td></td>
<td>Does your governing document include appropriate information? For example, does it include:</td>
</tr>
<tr>
<td></td>
<td>- What the charity is set up to do? (objects)</td>
</tr>
<tr>
<td></td>
<td>- How the charity will do those things? (powers)</td>
</tr>
<tr>
<td></td>
<td>- Who will run it? (charity trustees)</td>
</tr>
<tr>
<td></td>
<td>- What happens if changes to the administrative arrangements need to be made? (amendment provision)</td>
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<tr>
<td></td>
<td>- What happens if the charity wishes to wind up? (dissolution provision)</td>
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<tr>
<td></td>
<td>- How the charity trustees will run the organisation?</td>
</tr>
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<td></td>
<td>- Initial arrangements for meetings, voting and financial procedures etc.</td>
</tr>
<tr>
<td></td>
<td>- Is your governing document up-to-date?</td>
</tr>
<tr>
<td></td>
<td>- Is your governing document signed and dated?</td>
</tr>
<tr>
<td><strong>Trustees &amp; management teams</strong></td>
<td>Is the information that you have provided about your trustees and management team correct and consistent with the information that you supplied to the Charity Commission, Companies House and / or any other regulatory body, where appropriate?</td>
</tr>
<tr>
<td><strong>Policies and procedures</strong></td>
<td>Do you have relevant policies and procedures in place? You may find it helpful to list the policies and procedures that you do have – and identify any gaps to address. E.g. safeguarding for children &amp; young people and vulnerable adults, health and safety, equality and diversity (and/or accessibility &amp; inclusion), recruitment and selection and volunteering.</td>
</tr>
<tr>
<td></td>
<td>- Are your policies and procedures up-to-date?</td>
</tr>
<tr>
<td></td>
<td>- Are your policies and procedures meaningful?</td>
</tr>
<tr>
<td></td>
<td>- Are your policies and procedures used in practice?</td>
</tr>
<tr>
<td><strong>Bank Account</strong></td>
<td>Your bank account must:</td>
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<tr>
<td></td>
<td>- Be in the exact same name as the group/organisation as provided in the application</td>
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<td></td>
<td>- Require two unrelated people to authorise cheques and make withdrawals (i.e. two signatories).</td>
</tr>
<tr>
<td></td>
<td>- If your application is successful, you will need to complete and return a ‘Bank Details Form’ (BACs) in order to receive your grant money directly into your bank account. The signatures on the Bank Details Form must be authorised to do so and must be original.</td>
</tr>
<tr>
<td></td>
<td>- We cannot make grant payments for an organisation/group into an individual’s bank account.</td>
</tr>
<tr>
<td><strong>Accreditation of professionals employed (e.g. accountants) &amp; DBS checks</strong></td>
<td>Do all the professionals that you employ have the correct and up-to-date accreditation and registration?</td>
</tr>
<tr>
<td></td>
<td>- Have all the required staff and volunteers got up-to-date DBS checks?</td>
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</tbody>
</table>
Further information
If your group would like further information about governance, you may find the following contacts helpful:

- Nottinghamshire Safeguarding Adults Procedure and Guidance at

- Local and National Guidance - Nottinghamshire Safeguarding Children Board at

- Nottinghamshire County Council Community & Voluntary Sector (CVS) team:
  Email: cvs.team@nottscc.gov.uk

- The Charity Commission:

Please note that this is not a complete list of support organisations – there may be other organisations that can support you. You can find details of other groups on the Nottinghamshire County Council Directory of Community Groups:
[http://www.nottinghamshire.gov.uk/living/community-groups](http://www.nottinghamshire.gov.uk/living/community-groups)

Note that this Good Governance Guide is intended to provide introductory, general guidance and is based on information from the Charity Commission website at the time of publication. This guidance is not a substitute for specific governance, financial or legal advice.
Appendix 3: Safeguarding children and young people

Where an organisation deals with children and young people The Organisation must have policies and procedures in place to safeguard the welfare of children and young people. Details of such policies must be easily available to parents and/or carers of children who receive any part of the service. Staff and volunteers within the organisation should be made familiar with the requirements of these policies during induction and receive ongoing supervision and support to ensure that they are adhered to. The policies must include:

- Vetting procedures for staff and volunteers.
- Clear expectations on how to report any concerns that a member of staff or volunteer, either from within the organisation or from another organisation, has behaved in a way that indicates they may not be suitable to work with children.
- Clear expectation on staff and volunteers with regard to personal conduct and promoting well-being of children.
- Contact details of an officer within the organisation who is responsible for dealing with safeguarding issues.
- Clear procedures for responding to, recording and reporting child welfare concerns.
- Clear procedures for responding to injury or illness to a child.
- Missing children policy.
- Anti-bullying policy
- Appropriate training for officers, committee members and volunteers about safeguarding issues.

The policies and procedures should conform to those issued by the Nottinghamshire County Safeguarding Children Board (NSCB). Copies of these procedures, and related guidance, are available on the NSCB web site:

Guidance on self-assessment & developing a child protection policy for voluntary organisations.

Please follow the link below for information and guidance on Self-Assessment & Developing a Child Protection Policy for Voluntary Organisations.


Need more information?

Organisations needing more information about policies and procedure relating to safeguarding young people should refer to the NSCB website, which provides information regarding a range of safeguarding matters and details of how to contact someone if you require further information.
Appendix 4: If your application is successful

What happens if my application is successful?
If your application is successful, Nottinghamshire County Council C&VS (Community & Voluntary Sector) team will contact you by email. Please note that the amount of funding that you apply for may not necessarily be the same amount awarded.

Agreement and conditions of funding:
If your application is successful:

✓ You will receive a Grant Aid Agreement which you will need to sign and return by the date stated on your award letter.
✓ You will receive a ‘bank details form’ (BACs) to complete and return (this will enable us to pay directly into your nominated bank account). Please see Appendix 2 (Governance Checklist), for further information about the bank requirements for groups/organisations.

You may also be asked to submit additional information / documents as a requirement of your agreement.

Monitoring* and audit
As part of your Grant Aid Agreement, you will be required to return monitoring information, such as an annual monitoring report and a statement to confirm how the grant has been spent. The Council may also visit your project.

Applicants should be aware that the Council may carry out audit checks on a sample of funded projects to ensure that the funding is being used appropriately. Therefore, we may sample grant holder annual accounts and annual reports (either by reviewing these documents on the Charities Commission website or by requesting a copy).

We also reserve the right to ask grant holders for access to all documentation relating to the funded activity, therefore, grant holders must keep clear records for the Council to access if/when required.

*Please note that this is an example of the likely monitoring requirements which may be subject to change. The monitoring requirements will be confirmed to successful applicants in the funding Agreement.

Payment
If your application is successful, a payment schedule will be confirmed as part of your Grant Aid Agreement. You may be asked to confirm receipt of your payment(s).
Appendix 5: Data Protection & Freedom of Information Act

Data Protection

Under the Data Protection Act 1998:

- We will only use any personal information you send us for the purposes for which you provide it.
- We will only hold your information for as long as necessary for these purposes and will not pass it to any other parties unless this is made clear to you.
- All employees who have access to your personal data or are associated with the handling of that data are obliged to respect the confidentiality of your personal data.

Therefore, if you have applied for, or have a Grant Aid Agreement with us, we will use the information provided to assess, administer and manage the Grant Aid. This will include sharing the information with colleagues and Members involved in the various stages of Grant Aid process.

We might use the information provided for research purposes. We recognise the need for service user confidentiality and will not make their details public, except as required by law or if prior consent has been granted to us.

We may share the grant information (including personal information provided), with other organisations with a legitimate requirement to access the information and/or for the prevention and detection of crime.

Freedom of Information

Under the Freedom of Information Act 2000, members of the public have the right to request sight of information that we hold (subject to exemptions). This includes information received from third parties such as grant applicants, grant holders, contractors and people making a complaint.