



## Summary of Grant Funding Guidance & Toolkit for Third Sector Organisations

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# GRANT FUNDING GUIDANCE & TOOLKIT FOR THIRD SECTOR ORGANISATIONS

## **Summary**

The Grant Funding Guidance & Toolkit for Third Sector Organisations aims to be a 'one stop shop' of information and guidance on how to apply for a grant from the Council. The full version of the toolkit outlines the standards and key principles that grant applicants are required to meet in order to support the city Council's objectives in the Council Plan and directorates' grant awarding criteria. The toolkit has been widely consulted on and has been approved by Cabinet.

The City Council has a responsibility to ensure that public funding is used for its approved purposes and that when an organisation receives funding, it is used appropriately. This includes the operation of suitable management, employment and financial policies and practices.

Along with this toolkit, the Council has a grants management system for recording and capturing all grant application requests. A key benefit of the system is that organisations applying for grant funding, would not need to re-submit policy documentation if they subsequently applied to other directorates for grant funding.

Below is a summary of the sections contained within the full version of the 'Grant Funding Guidance & Toolkit for Third Sector Organisations'. If you are thinking of applying for grant funding, it would be useful for you to read the full version of the toolkit.

## **Introduction and Context**

### The Purpose of the Toolkit

- This section outlines the purpose of the toolkit with the responsibility of Birmingham City Council to ensure that third sector organisations that it grant funds have suitable management, employment and financial policies and practices in place and that third sector organisations can meet them.

### Key Terms, Definitions and their Application

- This section contains an explanation of key terms and when they are applied/used in the toolkit.

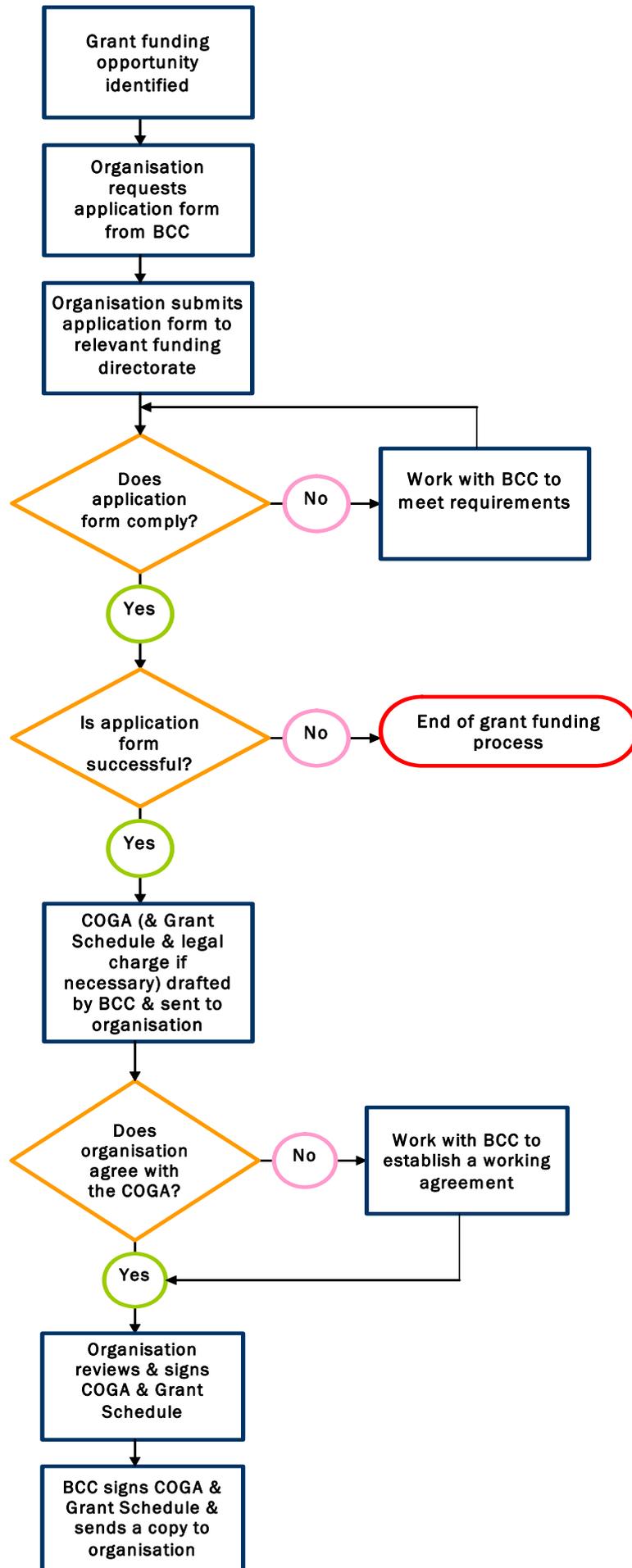
### Roles and Responsibilities

- An explanation of the roles and responsibilities of BCC officers and approval bodies as used in the toolkit are set out for clarity.

## **Grant Funding Guidance**

### Grant Funding Process

- This section outlines the process by which a decision is made as to whether to award grant funding. See flowchart process on page 2.



### Completing the Application

- This section gives detail on the application form, safeguarding guidance and the Provision of Annual Reports and Accounts that organisations need to complete when applying for grant funding.

The information given in the Application Form and any supporting documentation submitted will be assessed and a decision will be made on whether the organisation is deemed eligible for grant funding. The application form will be rejected if it is incomplete or lacks the required supporting documentation requested.

### The Conditions of Grant Aid (COGA) & Supporting Documentation

- The Council will now only use one COGA for all values of grant awards. The COGA sets out the standard conditions to be entered into for all grant funding provided by the Council to third sector organisations. A Grants Schedule may be attached to the COGA and this document sets out the detailed activity and sought outcomes to be achieved from implementing the grant award and any additional conditions considered relevant to the grant in question.
- All organisations applying for or receiving on-going support from Birmingham City Council are required to submit annual accounts.

### Monitoring Arrangements

- This section outlines the arrangements for monitoring, reviewing and assessing grant funding to third sector organisations to ensure that funding is allocated and used in the most effective way to achieve value for money for the citizens of Birmingham. Organisations will be required to complete the Annual Review Form and the findings will help to determine whether a formal visit is required.

### Addressing Non-Compliance

- This section outlines what actions the Council will take if a funded organisation fails to comply with the Conditions of Grant Aid and/or the Grants Schedule and the process for the disposal of funded assets.

### **Appendix 1:** Application Form

- The Application Form must be completed by third sector organisations applying for grant funding. This form supersedes all pre-existing application forms for Birmingham City Council Grants.
- Key documents checklist where applicable
- Application Form Guidance, which explains what each section of the application form is requesting.

### **Appendix 2:** Conditions of Grant Aid

- Birmingham City Council will prepare the COGA document after the grant has been authorised. The applicant representing the organisation signs the COGA and the City Council countersigns it and sends a copy to the grant applicant.
- A Grants Schedule setting out the outcomes required from the grant awarded may also be attached to the COGA.

**Appendix 3:** Constitution and Governance Structure Requirements

- All organisations applying for grant funding must submit a copy of their constitution which will detail their governance structure.

**Appendix 4:** Annual Review Form

- The Annual Review Form must be completed by the funded organisation to support City Council's annual monitoring.

**Appendix 5:** Provision of Annual Report and Accounts

- This appendix outlines the requirements for submitting annual accounts.

**Appendix 6:** Legal Powers Relevant to Grant Funding

- This appendix outlines the legal powers for BCC to grant fund.

**Appendix 7:** Safeguarding Requirements: 'Information & Guidance to Third Sector Organisations Applying for Grant Funding'

- This section outlines key areas of CRB and safeguarding responsibilities that grant funded organisations must meet including having in place a safeguarding policy and procedures covering children, young people and vulnerable adults.
- Appendix 7a  
Guidance on Safe Recruitment and Selection Procedures for Staff and Volunteers
- Appendix 7b  
Guidance on Education, Training and Support
- Appendix 7c  
Safeguarding Register Model
- Appendix 7d  
Child Protection information for visitors and volunteers
- Appendix 7e  
Adult Protection information for visitors and volunteers

**Glossary**

This section includes an explanation of common terms and phrases used throughout the toolkit.

## **Further Information**

Further information on the Grant Funding Guidance & Toolkit for Third Sector Organisations can be obtained from:

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