

29. GRANTS AND SUBSCRIPTIONS

29.1 SCOPE

The Council provides financial assistance to outside bodies, usually voluntary or community organisations, in a variety of ways. These include:-

- Direct Grant Aid (known as the Angus Council Community Grant Scheme)
- Contracts or Service Level Agreements
- 50/50 grants to community councils
- Subscriptions

29.2 GRANT APPLICATION FORM

Any organisation seeking a grant must complete a grant application form.

Service Level Agreements and contracts will be arranged by mutual agreement and negotiation.

All applications for grants or subscriptions shall, unless in special circumstances, be accompanied by a copy of the group's constitution, an independently examined copy of the accounts of the organisation for the financial year immediately preceding, a copy of an original bank or building society statement for each account held and other supporting documentation as detailed in the guidance. New groups should provide an income and spending estimate for the next 12 months and a letter from their bank or building society on headed paper with the account details.

29.3 CONSIDERATION OF APPLICATIONS

All applications will be centrally co-ordinated by the External Funding Team. Applications will be assessed by representatives from one or more departments or services who form part of the Community Grant Scheme Working Group chaired by the Head of Economic Development and Environmental and Consumer Protection.

These officers will consider grant applications and make recommendations using the agreed assessment form within the stipulated timescale.

In order to ensure consistency and co-ordination, there will be one Report to the Infrastructure Services Committee which will include details of all applications assessed by the Education, Social Work and Health and Neighbourhood Services Departments, and which:-

- (a) advises the Infrastructure Services Committee of decisions taken by departments or by the Community Grant Scheme Working Group on applications up to, and including, £1,000, and/or
- (b) makes recommendations to the Infrastructure Services Committee on applications over £1,000;

The Community Grant Scheme Working Group will also consider all applications to the Council for Common Good Funds in accordance with Report 555/04 to the Strategic Policy Committee of 22 June 2004, which approved the "Common Good Fund Policy Guidelines and Administrative Procedures". A copy of this document is attached at [Appendix 12](#). Additionally, further details of the requirements in relation to the Common Good Funds are contained within Financial Regulation [30](#).

29.4 EXTERNAL FUNDING OPPORTUNITIES

All Angus Council Community Grant Scheme applications should be returned in the first instance to the Senior External Funding Officer. Applications will be checked for eligibility, allocated a specific reference number and logged on the funding database. This will also allow the external funding team to identify the potential availability of additional or alternative funds from sources other than the Council and draw this to the attention of the applicant.

29.5 CODE OF GUIDANCE ON FUNDING EXTERNAL BODIES

National Guidance

The Council has adopted the Principles contained in the Code of Guidance on Funding External Bodies and Following the Public Pound which has been issued by the Accounts Commission and CoSLA. A copy of this document is attached at Appendix 8.

Where a grant or subscription comes within the scope of this document, ie where:

- the amount of funding is likely to involve council expenditure equal to the product of at least £1 on the Band D Council Tax (at the time of writing this equates to approximately £42,174)

or

- the absence of the council's financial contribution would affect the external organisation's capacity to continue

or

- the council's financial contribution represents 30% or more of the organisation's funding.

the operational guidance issued by the Accounts Commission and Cosla should be adhered to.

Angus Council Guidance

To aid implementation of the Guidance on Funding External Bodies and Following the Public Pound locally in Angus Council, the Law & Administration Division has published additional detailed guidance for Council officers to follow. This guidance provides clear advice on what is required and provides a model Service Level Agreement which should be adopted for those funding arrangements falling within the scope of the Code. The Angus Council Guidance is available on the Council's Corporate Intranet under "Policies".

29.6 CODE OF CONDUCT FOR COUNCIL EMPLOYEES

An Employee Code of Conduct for Council Employees was approved on 29 January 2004, and can be found on the Corporate Intranet under Employee Matters. This policy statement is designed to support the requirements of the Financial Regulations, and recognises that in addition to financial assistance, the Council may provide other support to voluntary and charitable organisations. Such support may include the provision of accommodation, equipment and staff resources.

The value of such assistance must be ascertained and authorised in advance by the relevant Chief Officer.

29.7 AUDIT

Every successful applicant for a grant is required to complete and return an end of project monitoring report within one year of the date of award letter. Any grant awarded must be spent within one year of award and any unused grant returned to the Council. Specific conditions regarding possible repayment of grant are set out in the Contract which forms part of the original application form.

ANGUS COUNCIL FINANCIAL REGULATIONS

The award of financial assistance by way of grants and subscriptions to outside bodies is subject to audit review to ensure the effective use of the public pound.

**For clarification or any queries in respect of this section please contact
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