

Grant-Making Prospectus - Helpful Small Print

More information about grant making is available at www.iwight.com/grantmaking

1. Becoming a Grant-Funded Partner

Preparing an Application

What is a *Prospectus* or *ReSource* for?

The *Prospectus* or *ReSource* invites voluntary, community and not-for-profit sector organisations to bid for grants to deliver services. Some *Prospectuses* and *ReSources* also invite small businesses to for grants.

To get a grant, you must tell us how a grant will help us to achieve the different commissioning outcomes set out in each *Prospectus* or *ReSource*.

How do we apply?

The 'How to Apply' part of the *Prospectus* or *ReSource* will tell you how to apply and how to get an application form. There are two application forms, a version for *Small Grants* and a larger *Standard Grant* application form. You can use these forms to provide us with information about your organisation, what you would do with a grant, and how much grant you need.

You should discuss your ideas or proposal with the commissioner making the grant before asking for an application form. This ensures that your bid is on the right lines. It also gives an opportunity for you to sound out the commissioner and get more information and the right application form.

We use an easy to complete *Small Grants* form for most *Prospectuses* and *Resources*, but sometimes when making larger grants with more complex obligations or responsibilities, we need more information about you and your proposal. This is when we will use the longer and more complex *Standard Grant* application form. This form takes time to complete and requires that you share much more information with us.

The 'Timings' section of the *Prospectus* explains when things need to be done. You can use the 'Contacts' set out in the *Prospectus* or *ReSource* to clarify whatever else you need to know about making an application.

Sample forms are available to use at www.iwight.com/grantmaking but you should only apply for a grant on a form supplied to you by the commissioner of the *Prospectus* or *ReSource*.

What do I have to supply with the application form?

The *Prospectus* or *ReSource* and the application form will tell you what should be supplied with the application form and what should be available for checking later. We may need evidence of your experience or ability to use grant funding. This may include evidence of insurance or your policies. We take a proportionate view of what is needed and will only ask for evidence that

is essential. If you want to supply evidence not asked for, check to see whether this is helpful.

What must I put into our application?

The *Prospectus* or *ReSource* invites you to bid for funding that will deliver our outcomes and priorities. It does not tell you how to deliver your service or activity; that's for you to tell us.

Tell us which of our commissioning outcomes you are going to help us achieve, why you are applying to help and how you will do it. Tell us what your service or activity will be like. Tell us about the practicalities of your proposal; be clear about how you will ensure that everyone will be treated equally and fairly. Set out some standards that people can expect from you. Suggest periodic measures that you can use to show us how well you've been doing.

The application form will ask you to declare that you have various types of information. It may ask you to supply the actual information with the application.

We may contact people who have asked for an application form to notify them of any new requirements or changes to the information needed. You may be invited to an information-giving event.

The Council, the PCT and other public sector partners are committed to making the Island a better place. You should tell us in your application how your service or activity will make people safer or healthier; or can you tell us how your proposal will contribute to the Island economy or how you might minimise your energy and carbon usage.

Will you pay us enough to deliver our service or activity?

We will try to pay you all of the costs of delivering what you propose to do for us. We will also consider payment in advance.

In order to decide if your proposal represents value, and how much grant you need, make sure your proposal is properly costed with both direct and indirect costs. Pay particular attention to the finance section of the application form, which may include a spreadsheet table that will do the sums for you.

What Financial Information will you need?

The *Prospectus* or *ReSource* may ask for specific information, so always check it through carefully before beginning your application.

The table in the application form will ask you to set out what you will use any grant funding for. You must complete this table carefully as we need to decide the right level of funding if you are successful.

The table asks for information about direct costs; which are the actual costs of providing your service, including staff costs, travel, materials, marketing and anything else actually used to deliver your ideas.

The table also asks about indirect costs; which are the background costs of providing your service, often shared across everything you do. We can help with the indirect costs that are linked exclusively to delivering your project, so it is important that you consider carefully what is needed.

Please bear in mind that our grants are donations with conditions. They do not contain any element of VAT, yet you may need to pay VAT on some of your activities. Please ensure that your costs reflect any tax liabilities that you may be exposed to during the life of the grant or you may not be able to deliver your service within the grant.

Will we be asked to report on what we do?

We'll try not to burden you with more reporting than is necessary, but we do need to know how well you are doing and you have an opportunity to tell us how you will do this.

However, some of the outcomes in the *Prospectus* will be linked to government and other measures often beyond our control. If there are specific targets that must be reported, this will be made clear the *Prospectus*, but you are advised to discuss this with the commissioner before you apply.

Will there be policies and procedures that we must have?

The application process has been designed to allow groups of any size or status, new or long-standing, to apply for funding. Depending on what the grant is for, we may need some re-assurance that your service or activity will be safe, inclusive and well managed.

Some policies, financial information or insurances may be asked for. *For example, unless it is specifically excluded from a Prospectus, all applicants for grants must have policies in place that explain and provide for the safeguarding of vulnerable adults and children.*

Along with a evidence of safeguarding arrangements, there are other policies and practices listed in each *Prospectus* that you must have and you should confirm that they are in place or reference where they are, you may be required to supply copies with your application. For this reason, it is advisable that before you make an application, you contact the commissioner and discuss their requirements and standards. If you need help to develop policies and arrangements that will be acceptable to the commissioner, you can get help. For example, if you are a voluntary of community organisation, you can approach the Isle of Wight Rural Community Council for support.

If you use the longer *Standard Grant* application form, expect to supply more detailed supporting evidence with the bid application. If at any point you are not clear about what is needed, contact the commissioner before you bid.

The answer boxes are not very big, can we write more?

People appraising applications need clear and concise applications written in plain English. The bid appraisal process involves people who represent service users and communities. They don't always find lengthy and detailed

answers to questions helpful. For this reason, try and limit your answers to the answer boxes on the application forms.

However, we do understand that some proposals require more explanation than others. So although we urge you to try and stick to the text boxes, you can use the continuation box on the form or add pages to the application.

You may want to discuss this with us before submitting your bid.

We have several ideas and proposals; can do more than one proposal?

Yes, but discuss this with the commissioner of the *Prospectus* or *ReSource* before you start making your application.

How do I submit my application?

When you are sure that you have put together the best bid that you can, please try to get it, plus any supporting evidence, to us before the bid closing date set out in the 'timelines' section of the *Prospectus* or *ReSource*.

The *Prospectus* and *ReSource* always tell you about whether or not bids can be accepted after the closing date. We are unable to make exceptions to the terms set out in the *Prospectus* and *ReSource*.

However you decide to send us an application, our main concern is fairness. You can email bids to us (ask for a reply confirming that we have received it). You can also deliver it by hand or post it. Clarify in plenty of time who you should deliver it to and where they will be.

Getting Help to Bid

To help you prepare the best possible bid, particularly where you may not have made a bid like this before, the Isle of Wight Rural Community Council will welcome requests for independent advice and support. To clarify what help is available and how to get it; see the 'Contacts' section in the *Prospectus*.

2. Decision Making

The most up to date tools and guidance on how we will allocate grant funding are available at www.iwight.com/grantmaking

The Appraisal Process

The appraisal process helps us to select the applications that will best help us reach our outcomes. It checks the suitability of the various bidders to receive grants and the degree to which the bid will achieve our planned outcomes.

The decision to award a grant is the responsibility of the commissioner who is advised by a panel of people including an independent representative of the third sector, and in most cases, service users and community members.

Whether you are a new organisation or are already receiving funding, submitting an application does not guarantee that funding will be awarded to you. The total amount of bids usually exceed the available funding.

The First stage – Eligibility and a technical appraisal

Your application will have an initial assessment, based on the information you supply. If you are felt to be ineligible to receive grant aid, we will contact you to discuss our decision. If after this you are still ineligible, the bid is declined.

We also check that applications have been completed properly and any supporting papers are attached. Your application may be declined if it fails this test. However, in exceptional circumstances, if the commissioner believes that the bid can be improved, and there is time available, we may contact you for further information. If this is not supplied, the bid may be declined.

Second stage – Scoring Panel

Eligible bids will be assessed and scored by an inclusive panel of appraisers. They will consider how well each application meets the requirements of the *Prospectus* or *ReSource*; please take this fully into account when preparing your bid.

In most cases the appraisal panel will make decisions based solely on the written applications received, so it's essential that the application meets the requirements set out in the *Prospectus* or *ReSource*. However, the panel may want to meet you or ask for extra information; *an invitation from the panel to discuss an application should not be construed as an indication that you have been successful*. Terms of reference are available for the scoring panel.

Notification of Decisions

You will be informed of the decision in respect of your bid and can receive feedback on your submission. The Council will publish details of successful

applications and make public those occasions where services have not been commissioned because of a lack of suitable applications.

Appeals and mediation

You may not believe that you have been treated fairly by the grant-making process or the managers involved in the process.

Grants are made under a scheme of delegation common to public sector organisations. The commissioner of the service is responsible for grant-making decisions. If you are unhappy with a decision and want to have it reviewed, or if you believe you may not be treated fairly, contact the commissioner of the *Prospectus* or *ReSource* and explain your position. The commissioner may take a number of steps to resolve the situation, and may use the scheme of delegation within the organisation to escalate your approach to a more senior manager for a more formal review.

For voluntary and community organisations, the *Isle of Wight Local Compact* has a special mediation process that can be activated by any civil sector organisation. This is a formal mediation process agreed between the public and civil sector for this kind of situation.

None of these approaches override the right of any citizen or organisation to use the Council's formal complaints process.

3. Managing Grants

Our Funding Agreement

Successful bidders will in most cases be offered a *Grant-Aid Funding Agreement with Conditions*, which will set out the responsibilities of the commissioner and successful bidders.

Negotiations on the terms and conditions of a grant funding agreement or any other agreement, will be conducted and signed off by the commissioner in time for successful bidders to begin service delivery by the date set out in the 'Timings' section of the *Prospectus* or *ReSource*.

All grant funding awarded as a result of this process will be subject to the relevant Standing Orders, finance and audit requirements of the commissioning organisation, and those of any other funding partners.

Payment Arrangements

Unless otherwise agreed through negotiation, successful bidders will receive payment in quarterly payments. The Council will make all payments relating to a quarter within its first month on the submission of any pre-agreed information set out in the grant funding agreement. Arrangements can be made to make payment in advance by prior agreement.

Payment is normally made directly to service providers' accounts via BACS.

All funding relates specifically to the grant funding agreement and should not be accrued without the prior agreement of the commissioner. Possible surpluses can therefore be a subject for negotiation in the funding agreement.

3.3 Monitoring and Reviewing Progress

Successful bidders will be asked to provide us with performance reports based on what you proposed in your application, these will be agreed and set out in the grant funding agreement. Any subsequent changes to reporting should only take place with the consent of all of the parties to the grant funding agreement.

During the period of the grant funding agreement we may ask you to cooperate with a financial audit or review. This will enable us to check that adequate audit trails and internal controls are in place, as well as possibly helping successful bidders to improve their business systems. It will also provide us with reassurance of the robustness and reliability of financial administration and risk management.