

**Process for Decision Making:
Three Year Strategic & Annual Grants**

“OSC 27 November 2009 specifically commended the rigour of process, scope of consultation and robust reporting... MAG met on 22 November 2011 and acknowledged and commended established process”

- 1) Brighton & Hove City Council delivers an open and accountable grants programme.
- 2) Thus all applicants complete an associated application form documenting:
 - Governance Arrangements (not-for-profit)
 - Accounts / Finances
 - Aims & Objects
 - Organisational Capacity & Scope
 - Evidence of Need
 - Proposed Outcome Measures
 - Commitment to Equality & Inclusion
- 3) The application form provides information & guidance on the vision for grants & associated eligibility criteria (please see Appendix 1). This means all applicants must ensure they demonstrate how their service / activities are of value to councillors, commissioners & local people by addressing identified city outcomes & corporate priorities.
- 4) On receipt, all applications are subject to an initial technical appraisal by the Communities & Equality Team. This ensures only eligible organisations progress to a full appraisal.
- 5) The Team then consults with specialist officers across delivery & commissioning units to ensure the proposals complement service objectives.
- 6) A final Narrative Report is then written describing the applicant organisation, its work & making a recommendation around grant. The report also provides an opportunity to outline any specific conditions attached to the recommendation.
- 7) The report is considered on behalf of Cabinet by the Lead Member for Communities, Equality & Public Protection alongside the council's Commissioner: Communities & Equality. In addition all recommendations for grant over £3,000 are provided to the cross-party Members Advisory Group (MAG) for comment.

nb. Quarterly meetings for MAG are proposed for 2012-13 to assist in this regard & agreed recommendations for allocation of Three Year Strategic Grant 2013-16 will also be subject to full Cabinet reporting

8) Upon decision the report & its recommendation / rationale is shared with the associated applicant accompanied by standard conditions of funding.

9) Once both standard & any specific conditions (including a commitment to evaluate use of grant by end of financial year) are met payment is authorised by the Grants Officer / Commissioner and released.

10) A quarterly All Councillor Report is circulated documenting all grant allocations made for that period. Simultaneously the council's website is updated for colleagues & external partners.

11) Grants vary from a few hundred pounds up to £100,000. It is therefore appropriate that the application, appraisal & subsequent evaluation reporting requirements are commensurate to the size of grant and scope of recipient.

12) There is one Outline Bid deadline every three years for Three Year Strategic Grant applicants. Those applicants prioritised through the above process are invited to submit a substantially more detailed Full Bid application. Others are offered an alternative support package including consideration for Annual Grant and wider fundraising support.

nb. Full Bid applications will again be subject to the above process for decision making

13) There are four quarterly deadlines for Annual Grant applicants and those unsuccessful, but eligible for future consideration, supported in submitting a revised bid later in that financial year.