



Grant Administration Policy

Approved By: Management Committee

Date: 25th April 2019

Next Review Date: April 2024

1.0 Purpose

- 1.1 The purpose of the Grant Administration Policy is to provide a level of assurance that Southside Housing Association has put in place effective processes to ensure the process for seeking and managing grant funding is well controlled.
- 1.2 The policy is supported by a Grant Register Procedure which sets out in detail how grant administration is to be implemented in practice.

2.0 General Principles

- 2.1 The main objective of seeking grant funding is to support the strategic ambitions of SHA. This is particularly relevant to the building and acquisition of housing stock and providing services to the wider community. It is equally important that grant related activities are aligned to the Association's five strategic objectives:

- **Strategic Objective 1** *To provide excellent services to customers*
- **Strategic Objective 2** *To provide high quality, energy efficient homes*
- **Strategic Objective 3** *To build and/or acquire new homes to meet local need*
- **Strategic Objective 4** *To sustain and support communities*
- **Strategic Objective 5** *To support all the Association's activities with sound governance, high ethical standards and effective financial, administrative and personnel systems*

- 2.2 SHA will apply for grant funding where that funding will support the organisation to deliver its strategic objectives. The timing of submitting grants is generally dictated by the funding body, however, consideration has to be given to whether the timescales for submitting for grant funding and delivering on grant conditions can be met with adequate resources.

3.0 Planning & Risk Management

- 3.1 Although SHA will not set out specific ethical or other terms to define "suitable" funders, this should be reflected in the decision to apply for grant funding.
- 3.2 A proportionate business case assessment of each grant opportunity made which reflect the expected risks, opportunity costs and benefits, as well as SHA's ability to adhere to the Terms and Conditions.
- 3.4 The Assessment will reflect resource demands both for the grant application process and for successfully delivering/meeting the terms of the grant.

3.5 It is also prudent to give consideration to the likelihood of success and to develop clear timelines for the application and award process.

3.6 In considering risk associated with seeking grant funding, consideration will be given to:-

- **Reputational risks**
- **Operational risks**
- **Financial risks and**
- **External risks**

4.0 Roles and Responsibilities

4.1 Each grant application will require authorisation from a member of the Senior Management Team before proceeding. This person will usually go on to be the Grant Sponsor of the grant if the application is successful. The appropriate member of the Senior Management Team will ensure that completed applications are subject to appropriate levels of review and final approval for submission to the funding body.

4.2 When a grant offer is made, an appropriate review of the Terms and Conditions will be made, usually by the Grant Sponsor, before acceptance is approved. Acceptance of a grant can be signed by a Manager in line with the Scheme of Delegated Authority.

4.3 Where an application exceeds the staff levels of Delegated Authority, approval to submit can be made by the Director, but acceptance of the grant must be made by the relevant Committee.

4.4 For each grant received, the delivery of the project will then be handed over to the appropriate designated Project Manager who will manage the project in line with the SHA Project Management Framework. The responsible Manager will have overall responsibility for ensuring that the terms of any grant received are met throughout lifetime of grant, including delivering the objectives of the grant and meeting all monitoring and reporting conditions.

4.5 It is the role of the Grant Sponsor to review the grant with the responsible manager to ensure that grant application guidelines and the agreed SHA application timelines are being adhered to and that any risks of non-adherence are identified and appropriate action decided and taken.

5.0 Grant Register

5.1 SHA will hold a comprehensive grant register. A separate procedure details how this will operate.

5.2 All grant applications should be recorded in the register regardless of outcome.

- 5.3 The Director's report will include details of applications submitted and the outcome, and it is the responsibility of the Grant Manager to update the Director as appropriate
- 5.3 There will be an annual review of the grant register which will be presented to the Management Committee.
- 5.4 The grant invoicing/ draw down procedure will be led by the Finance Department in partnership with the responsible Project Manager. This must be done timeously. To support this the Grant Register will include controls by such as including all forecasted claim dates, and also record important information, for example, on eligible expenses, where relevant.
- 5.5 The Grant Register will also hold a copy of the application, the award letter and the Terms and conditions of award. There will also be an internal document which details the approval process undertaken, the Project Sponsor and the responsible Project Manager.
- 5.6 The responsible Project Manager will also meet with the Finance Manager to determine if any additional costs centre codes need to be applied to an individual grants or grant groups to support providing itemised evidence of spending for all the individual grant awarded to improve the allocation of costs to individual grants.
- 5.7 The Finance Department will assist the responsible Project Manager and Sponsor to effectively track grant expenditure through monthly reporting.
- 5.8 The responsible Project Manager will ensure that they are regular discussion about spending with operational staff to ensure that they're aware of current levels of grant spend and remaining budget to inform the way they conduct their activities.