Appendix 1 - Swansea Council Grant Giving Policy

Application process

- Timeline
- Publicity and PR
- Succinct Criteria
- Eligibility - who and what
- Design and Develop Application forms,
- Clarity on Monitoring

Due Diligence on Applicants

- Constitution & Status of organisation
- Confirmation of Bank Account in groups name
- Annual Accounts (or bank statements if in first year of trading)
- Welsh language policy
- Equalities Policies
- appropriate Safeguarding policies

Assessment Process

- Recommendations to panel (if possible/feasible) by relevant officers
- Panel Mix of Council and whenever possible third sector - chair should have deciding vote.
- Limited Swansea based Organisations & only for work undertaken in the city
- Assessment panel decisions are final

Awarding Practices

- Identify Key performance targets or specific requirements of grant
- Letter of notification – containing targets or requirements and Bank details
- Standard Contract of acceptance
- Payment arrangements (non order payment)
- PR

Monitoring Protocols

- Appropriate to the size and requirements of the grant awarded
- Share information on poor performance (for whatever reason)
- PR

Final Evaluation

- Final Report and overall performance against aims and objectives of funding programme and indiviual grant
- Lessons learned