

Local Sustainability Fund

Guide to your grant

For use in England only

Congratulations on being awarded a grant from the Local Sustainability Fund, which is funded by the Cabinet Office. This guide has been designed to help you understand how we will work with you as administrators of the fund during the period of your grant.

It is our responsibility to manage your grant and this booklet tells you what we will need from you to help you deliver your change plan. The booklet takes you through how to set up your grant, receive payments from us and tell us what your project is achieving. It is your responsibility to plan and deliver your project successfully and achieve its outcomes.

If you have any queries we would prefer to receive these by email:

localsustainabilityfund@biglotteryfund.org.uk

However, you also can get in touch by phone on 0121 345 7654 or by post. Please use the contact details on the offer letter.

We look forward to working with you to help your organisation become stronger and more sustainable.



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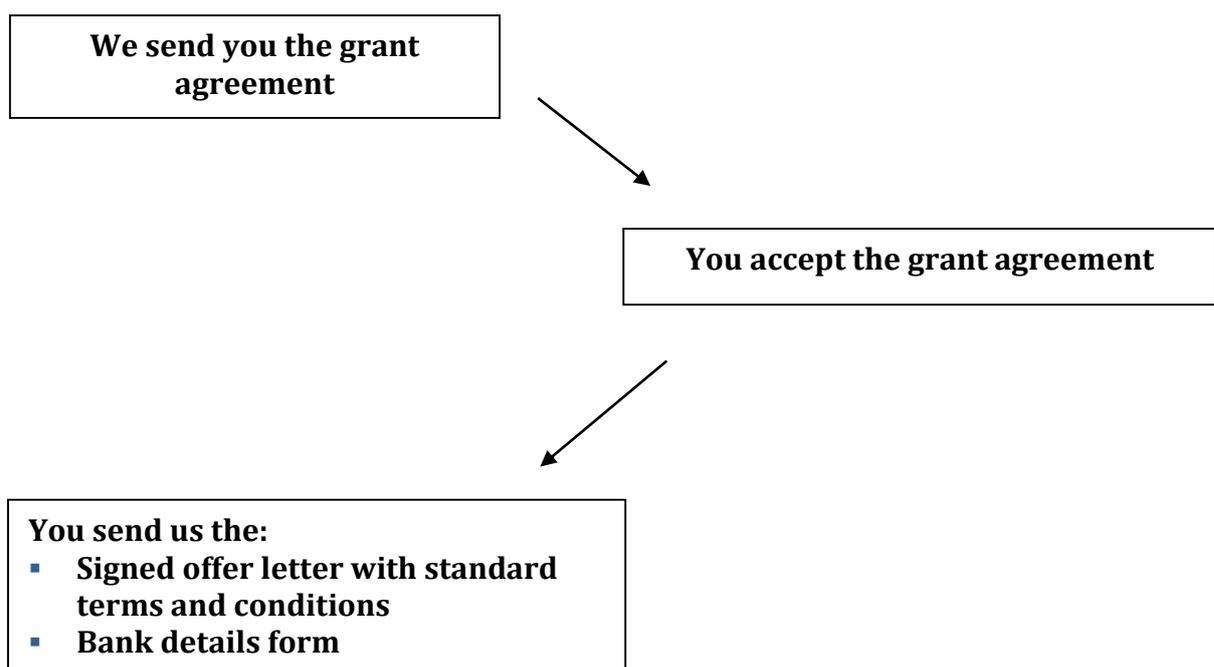
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The following diagram summarises what you need to do in order to accept and set up your grant:



Section one - Accepting and setting up your grant

1.1 The grant agreement

The grant agreement for your award from the Cabinet Office is a legally binding contract comprising:

- the grant offer letter
- our standard terms and conditions of grant

1.1.1 The grant offer letter

This tells you how much funding your organisation has been awarded and what the grant is for.

Our grant is made on the understanding that you will carry out the project you described in your application, along with any changes that we have accepted during the assessment process. If you wish to make changes to your project during its delivery, we will be pleased to discuss these with you.

Please talk to us if you are uncertain about how to meet these conditions.

1.1.2 Standard terms and conditions

Standard terms and conditions are issued to all organisations that receive a Local Sustainability Fund grant. Most of our terms and conditions apply throughout the grant, but some must be met before we can make your first payment.

1.1.3 Accepting the grant agreement

You must accept your grant agreement within four weeks of the date of your grant offer letter. We will only extend this deadline in exceptional circumstances.

To accept the grant agreement, sign the grant offer letter and send us back one copy. This copy must be sent back to us with the terms and conditions of grant attached. Please read your grant agreement and terms and conditions of grant carefully. If your organisation is registered company, a second person who is also a director or the company secretary is also required to sign the grant agreement. This person must be different from the Senior/Legally Responsible contact.

If you do not understand something, get in touch with us. We will be happy to help. Once you have signed the grant agreement, your organisation is responsible for ensuring that the grant agreement is carried out in full. If you are unable to meet any of our terms and conditions as the grant progresses, we may ask you to repay all, or part, of the grant. It is important, therefore, that your organisation formally agrees to sign up to the grant agreement.

1.1.4 Grant agreement duration

Your grant agreement starts on the date you formally accept the grant agreement. This is the date you signed the grant offer letter. The agreement ends at the stage when you have fulfilled all our terms and conditions. The grant duration is twelve months from the date of your first payment.

1.2 Setting up the grant

1.2.1 What you need to do to set up your grant

Send us a completed Bank or building society details form with your signed grant agreement to allow us to set up your grant. You should receive a bank details form by email within five working days of the grant offer letter. Please contact us if you do not receive this.

1.3 Starting your grant

1.3.1 Deadline for starting your project

Unless we tell you otherwise, you must start your project as soon as you receive your first payment in April. If you are in a position to start project activities prior to receiving your first payment, you can do so once we have confirmed your grant is set up. However, we will consider your official project start date to be the date the first payment is released.

Some activities you may wish to start sooner are the recruitment of new posts.

You must send us a copy of the text of every advertisement within a reasonable time before you advertise. Adverts should be in line with all current best practice and should acknowledge that the Cabinet Office is the source of funding for the post.

Please refer to our 'Grant Acknowledgement Requirements' leaflet regarding the use of our logo. This also applies if you have to re-advertise a job.'

For each post funded by the Cabinet Office and directly employed by your organisation, you should send us the name of the post holder, their salary and their start and, if appropriate, end dates. At the end of the grant you may be asked to send us a copy of the payroll record for each member of staff that is funded by the grant. For all new posts funded by the grant and employed by your organisation, we ask you to keep details of the recruitment process (for example, text of advertisements, a list of publications where the post was advertised, the selection grid, the job description and a copy of the letter of appointment) as we may ask to see them later.

Section two - Payments

2.1 How we pay your grant

We will make grant payments by bank transfer (BACS) into the account that you told us about on the Bank or building society details form. More details regarding payments will be provided in your grant confirmation letter. Each time we pay a grant instalment into your bank account, we send you a bank remittance note to confirm the amount that has been transferred. We usually send bank remittance notes to the main contact that you named on your application form. The payment will be identified on your bank statement as “MAIN GRANTS” followed by your organisation’s Project ID.

2.2 Payments

We will pay your grant in two stages. The first amount will be paid to you at the start of your grant, during April, for the percentage amount you specified on your application form; once satisfactory grant monitoring has been completed the second payment will be for the remaining grant amount and will be paid approximately seven months into the grant.

You must keep records of all your project income and expenditure, including invoices and bank records. We may ask to look at this information at any time during your grant.

We will pay the grant directly into your bank or building society account. We will do this once we have received all the documents we have asked for, and when you have met our terms and conditions and monitoring requirements.

If you do not receive a payment when you expect to, check that you have sent us all the documents we have asked for. If you think that a payment should have been made, please contact us immediately.

Section three - Monitoring your project and reporting progress on your grant

3.1. What we mean by monitoring and why it is important

Monitoring is the routine collection of information that will help us to understand how your project is progressing. We will expect you to monitor the progress against your business change plan during the life of the grant. This will let you see whether your project is working well and enable you to make changes that will improve your Local Sustainability project. It will also assist you in reporting your progress to BIG.

We awarded you a grant based on what you said you would achieve with our funding. We must monitor the projects we fund to make sure they are meeting our terms and conditions and delivering the changes planned based on your application form. For us to do this, you will need to provide us with information when requested. We can ask for this at any stage of your project, but more specifically six months into your project. As indicated in the earlier sections, you will need to provide this information to enable us to release the second payment of your grant.

We do not use monitoring information in a way that would adversely affect our approach to your project. We realise that planning ahead can be difficult and that projects may not always run according to plan, but we need to know what is happening and how you will deal with any problems that may arise, and if necessary we can work together to solve them.

3.2 How we monitor your grant

We will monitor your grant by requesting an update from you at the midyear and end of project points. We will contact you in advance of this to inform you how this will be provided to us and the deadline for completion.

If you identify any emerging risks, such as potential insolvency or contractual issues, or the loss of a key project worker, please let us know as soon as possible, so we can give you advice and support. The earlier you let us know of such risks, the more we will be able to help.

3.3 Monitoring

We will ask you to complete monitoring twice during the life of your grant - once at the mid project point and once again at the end of your project. We will also ask you to repeat the VCSE diagnostic tool that was completed at stage one, so that we can measure the difference your funding has made.

At mid-year we anticipate that we will ask you the following:

- your progress towards the programme outcomes
- activities with your advisor
- relationship progression with the business partner
- any proposed changes to project activities for the following six months
- outline of funds spent so far

At End of year we anticipate we will ask the following:

- your progress in achieving the programme outcomes
- how you have spent the grant
- any other contributions received to the project costs
- the progress in making your organisation more sustainable
- the benefits of working with your advisor
- the relationship with the business and its progress/planned future

Evaluating LSF

As a learning organisation, we commission evaluation and research to understand the impact of our funding programmes and processes. We share what we learn to influence policy and practice and use the findings to support public accountability. We expect to invite all projects to participate in the formal evaluation and will send you more information once it is available.

In relation to your particular project, it is important for your organisation to understand why certain approaches do or do not work, to identify good practice, and to actively reflect and analyse how certain outcomes are being achieved. This is part of good project planning and management which will help to ensure that your project will achieve the proposed outcomes and can be used to provide you with evidence to help you to find additional funding for the future of your project.

We therefore strongly encourage you to develop your own evaluation and dissemination (or sharing learning) plans in addition to routinely collecting information via your monitoring agreement with us.

Section four - Changes affecting your grant

4.1 Changes to your grant agreement

When we send it to you, the grant agreement is non-negotiable. You must accept this agreement to take up the grant. Once the grant agreement has started, it is important that you discuss significant proposed changes with us before you make them. If you do not do this you could be in breach of your agreement and be required to repay your grant in full or in part.

4.2 Changes to your project

We recognise that as time moves on it is often necessary to make changes to project activities. We would prefer that you deliver a project that meets your changing circumstances rather than stick to a project plan that is no longer relevant. However, we also need to ensure that any changes align to the programme outcomes. If there are any proposed changes to your project or you have any queries, please contact us.

4.3 Changes to your main and senior contacts

If the main or senior contact changes, or if their address or phone number changes, we need to know as soon as possible. Please contact us and we will send out a Change of contact details form to tell us about these changes.

4.4 Changes to your bank details

Our grant will be paid into the bank or building society account you provided us with on the Bank or building society details form. If you need to change your bank account, please contact us and we will send out a Change of bank or building society details form to inform us of these changes.

4.5 Changes to your governing document and transfer of grant to a new organisation

When you were awarded the grant, we considered that your organisation met our funding requirements. If you want to change the legal status of your organisation, you should tell us beforehand so that we can confirm whether these changes are acceptable and meet our terms and conditions.

These changes could include:

- changing your governing document or adopting a new one
- becoming incorporated (that is, a company registered at Companies House)
- registering your organisation as a charity with the Charity Commission
- changing the name of your organisation
- change of directors or trustees

4.6 Staff changes

Should you have any changes of staff that are working on this project that we are either funding or that we have listed as either a contact or a signatory, please let us know so that we can update our records.

Finally, we would like to wish you good luck with your project. We hope that it makes a big difference to your organisation. Please remember that we are here to help you with any concerns you may have.

Section five - Local Sustainability Fund brand and grant acknowledgement guidance

Congratulations on receiving a grant from the Cabinet Office's Local Sustainability Fund programme.

We ask all people who receive a grant from this programme to acknowledge the funding source. Please use the acknowledgement logo (below) on all materials you produce, such as posters or leaflets and don't forget to include it on your website if you have one.

For written material such as media releases, leaflets, social media and general copy the following wording should be used.

Funded by Cabinet Office's Local Sustainability Fund and delivered by Big Lottery Fund

Please note that only projects that have been awarded a Local Sustainability Fund grant are eligible to use this logo.

Logo artwork

The logo must be used exactly as it is. You cannot alter or remove any part of it. See below:



Minimum size
40mm

Where to use the logo

If your project has a website, our logo should appear on the homepage.

Our logo must also be included when producing any form of publicity materials, including press releases, leaflets, posters, brochures, annual reports and advertising related to your project.

Which version?

The acknowledgement logo is available in full colour or black. We prefer you to use the colour one unless this is more expensive for you to print. It is available in JPEG or EPS for large-scale print and merchandise. Please do not use the acknowledgement logo in different colours from the one specified.

Size matters So the mark is legible and identifiable it should not be reproduced smaller than 40mm on printed material. If you are going to use it on your website please make sure it is large enough to be clear and visible without scrolling down the page.

Queries

If you have any questions, email the brand officer at branding@biglotteryfund.org.uk