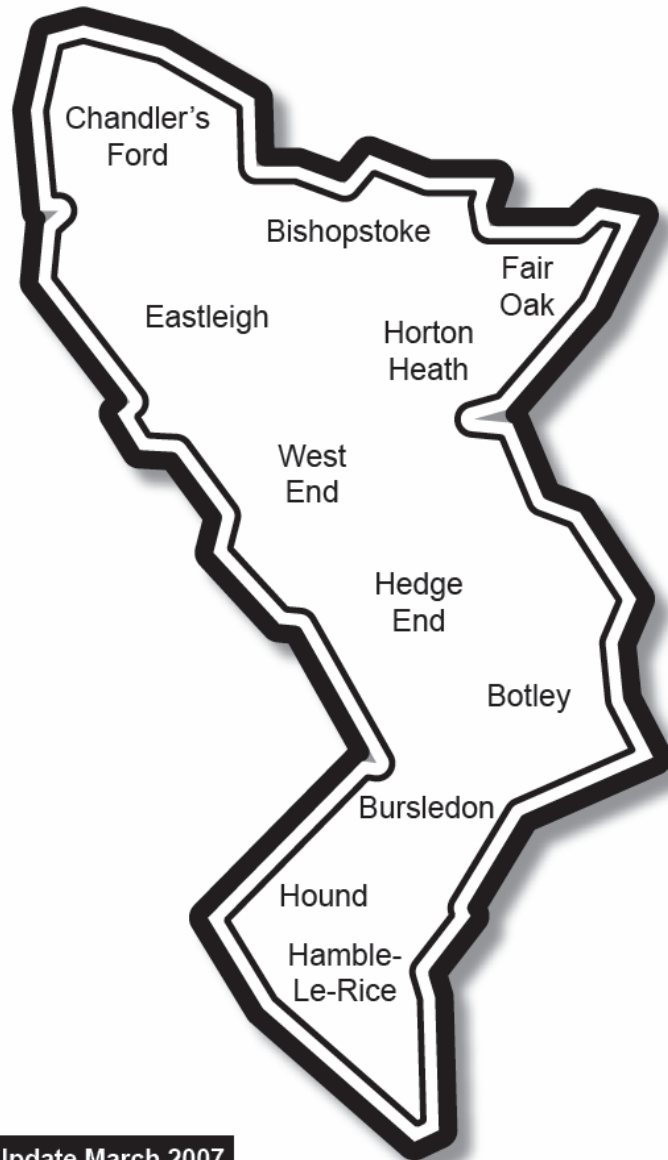


Code of Good Practice in Funding



A partnership between Eastleigh Borough Council,
One Community and the Voluntary and Community Sector

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EASTLEIGH COMPACT

Code of Good Practice in Funding

1. Introduction

1.1 This document sets out good practice in funding. It has been developed in accordance with the aim of establishing a code of good practice for all voluntary and community organisations as required by Section 6 Para 6.1 of the EASTLEIGH COMPACT launched in March 2004. The Eastleigh Compact sets out the general principles of the agreements between the Council and voluntary and community organisation. In this document they are together referred to as 'Organisations'

1.2 Each year Eastleigh Borough Council allocates about £300k of taxpayers' money to voluntary and community organisations working within the Borough. These organisations are supported because the Council recognises the benefits they bring to the community. So that misunderstandings and difficulties do not arise, it is important that both the Council and the organisations have a common understanding of the nature of voluntary support, and of current best practice where volunteers are used to provide services in the Borough Council area.

1.3 The lead in this work is the Community Development Manager at Eastleigh Borough Council as Chair of the Eastleigh Compact Steering Group, who will review and if necessary revise this 'code of good practice in funding' at least annually.

1.4 The Eastleigh Compact and the codes of good practice derived from it should apply to any organisation working within the Council area. Although not legally binding, organisations will be encouraged to sign their acceptance of the principles in the Compact and their commitment to working towards the good practice codes.

1.5 This paper states the principles and obligations by which Eastleigh Borough Council will provide support to organisations that use volunteers and the principles and obligations which the volunteers themselves must adopt to receive support from Eastleigh Borough Council. Together this constitutes good practice.

2. What is The Eastleigh Compact?

2.1 The Eastleigh Compact is an agreement between public sector agencies and voluntary and community organisations in Eastleigh. It outlines how all parties will work together and provides a framework for working together in the future. While the compact establishes the framework the codes of good practice give further detail about specific issues. In addition to this code there is the volunteering code, funding code and the consultation code.

The compact and codes are not legally binding. They are a set of mutually agreed documents that have been jointly created and consulted upon.

3. Principles of Good Practice

3.1 Funding is provided through Service Level Agreements, Contracts or Grants.

3.2 The Council and the organisation will mutually determine by discussion which method is best for the particular circumstances.

3.3 In accepting Council support in any of the ways in 3.1 above, organisations commit themselves to working within the terms of the Eastleigh Compact Code of Good Practice in Funding.

3.4 The Council will not fund:

- a. Activities or organisations operating outside the Borough of Eastleigh.
- b. Organisations without a charitable purpose (as determined by the Charities Commission.)
- c. Organisations without a Constitution or Governing document.
- d. Organisations with no bank account.

4. The Council's Undertakings for Good Practice in Funding

4.1 In support of Good Practice the Council undertakes to:

- a. Inform organisations about Council funding programmes and priorities.
- b. Inform organisations about other sources of funding.
- c. Ensure that all groups, particularly those with limited access to direct Government funds, are given fair access to Council funding. See para 6 below.
- d. Ensure that the objectives of funding programmes are clear.
- e. Ensure that the rules for eligibility for funding are clear and open.
- f. Ensure that the timetable for applications is published in sufficient time to allow voluntary groups to meet and give them consideration. (Note because they meet infrequently some groups may take a considerable length of time.)
- g. Understand the differing financial needs of organisations and in particular to assist in defining 'core' or 'other' costs and how they may each be funded.
- h. Define clearly the ways in which funds may be spent, under headings such as
 - i. capital expenditure (e.g. major long lasting items)
 - ii. operating costs
- i. Ensure that the money allocated to any organisation is properly spent by seeking relevant reports and accounts from organisations.
- j. Support organisations which may make applications to other sources of funding.
- k. Provide a Council Community Development Team to give support to Voluntary and Community organisations.
- l. Provide organisations seeking funding with Application Forms and clearly written, adequate instructions for compilation, by paper or email.
- m. Provide a clear Appeals Procedure. (See Appendix B)
- n. Establish an impartial arbitrator to assist resolution of any disagreement between the Council and organisations.

5. Voluntary and Community Organisations Undertakings for Good Practice in Funding

5.1 By asking for funding help, organisations undertake to exercise Good Practice by:

- a. Being accountable to the Council for proper use of allocated funds.
- b. Managing, controlling and auditing the funds in accordance with accepted good practice.
- c. Providing proper supporting documentation to the Council as requested, e.g. constitution, bank details, child protection policy.
- d. Planning ahead and making adequate longer term budget plans.
- e. Complying with all rules for the conduct of Charities, if applicable.
- f. Ensuring that any Council allocated funding improves the service to those who benefit from the organisation.
- g. Providing accountability to the users of the organisation in accordance with good practice.
- h. Understanding and accepting that the Council may not have enough funds to meet all grants in full.
- i. Informing relevant local organisations that funding has been received from the Council so that the assistance of the council can be recognised.
- j. Completing the Council's Monitoring Forms and Questionnaire, to an agreed timetable, to confirm that the grant has been properly spent on the projects for which the grant was sought.

6. Types of Funding

6.1 Eastleigh Borough Council Grants:

- a. Community Development Start-up Grants – maximum sum awarded to any organisation is £250 each year. Applications can be made at any time in the year and are referred to the relevant Local Area Committee.
- b. Annual Community Grants – sums of up to £1000 for borough wide groups and £500 for local groups. Grants are awarded annually. Applications are sought during September and October each year for the following year.
- c. Building Grants – awarded at the discretion of the Local Area Committee, to assist community groups maintain their buildings.
- d. Sport and Recreation Grants – limited grants can be made to those connected with sport or recreation activities. Grants will not be made to cover personal clothing, equipment or team kit, but may cover specialist equipment, special events or initiatives, and if appropriate, individuals competition and training expenses.

6.2 Details are shown in Appendix 2, but advice on any of the grants above should be sought in advance of application from the Councils Health and Community Team in the Civic Offices, Tel; 023 8068 8017.

6.3 Fixed costs – Some applications are made to cover elements of expenditure which are of a 'long term fixed cost nature'. The Council recognises that uncertainties caused by short term funding are detrimental to good practice. Therefore the Council understands that some funding agreements may be for 3 years with the possibility of a further year by mutual consent. In these cases Service Level Agreements will be made between the Council and the organisation. Changes will be made with not less than 6

months notice, and with consultation procedures as laid out in the Service Level Agreements.

7. Fair Access to Funding

7.1 As part of Good Practice it is necessary to ensure that the access to funding is open, and to ensure that allocations are made fairly (see paragraph 4 above). To meet this aim the council will:

- a. Ensure that Application Forms with Guidance Notes and Eligibility Criteria are readily available to all relevant organisations on paper or by email.
- b. Ensure Eligibility Criteria are clear and open.
- c. Publish through press, newsletters, websites etc. lists of those who have been awarded grants.
- d. Give reasons to organisations when grants have not been made.
- e. Provide open and impartial advice to organisations applying for grants.

8. Other Sources of Funding

8.1 One Community

The One Community charity shop grants are annual grants, created by the profits from the One Community charity shop in Market Street in Eastleigh Town Centre. The grants are for up to £500 per organisation and are made to local voluntary and community groups operating in the Borough of Eastleigh. The closing dates for applications and the awarding of grants are decided by One Community trustees. For information contact One Community on 023 8090 2400

8.2 Parish and Town Councils. Funding may be available to local community groups. Further information is available by contacting the local office in each area.

8.3 Carnival Committees may offer small grants to support local community groups.

8.4 Mayors Appeal. Each year the Mayor chooses local groups/organisations to benefit from the Mayors Appeal. Further information is available by contacting the Mayors Secretary at Eastleigh Borough council.

8.5 Hampshire County Council also has funds for suitable programmes. Information is available from [http: www.hants.gov.uk](http://www.hants.gov.uk)

9. How to use this code

9.1 This document is intended to safeguard relationships and actions of both the voluntary and community, and public sectors in Eastleigh. It is a good practice document and if there are disagreements we will undertake to find a mutually agreed resolution. If no such resolution can be agreed, the matter will be taken to an independent mediator.

9.2 The Eastleigh compact working group will promote this code throughout Eastleigh. It will review how it is used and will encourage local groups to participate in Compact events.

9.3 All of the Compact documents will be reviewed by the compact working group. This is an open group and if you would like to come to compact working group meetings please contact Nikki or Helen at the addresses below.

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10. Acknowledgements

This Code has been derived from many sources for which the authors are most grateful. Thanks go to the Eastleigh Compact Working Group who have all made a positive contribution to this document.

Membership of the Eastleigh Compact Working Group consists of:

Hedge End Retirement Club, Bursledon Village Hall, Eastleigh Southern Parishes Older Peoples Forum, Sencit Club Chandlers Ford, Eastleigh Borough Council, Adventure Club for Young People, Bishopstoke Community Centre, Eastleigh Age Concern, One Community, Parentline Plus, PASAC, The Salvation Army.

Appendix 1

Community Development provided in the Borough of Eastleigh

The Compact recognises the need to support the development of the Voluntary and Community Sectors' infrastructure at a local level. The chart below shows how both Eastleigh Borough Council and One Community can provide funding information and support using a community development approach.

One Community

Staff roles	Services provided
2.5 Full Time Development Workers	Training (range of related subjects)
	Support in writing funding applications A range of tools to support Voluntary and Community groups find funding Good Practice Guides Publications (Newsletters, Member Mailings) Networking opportunities Skills, knowledge and information on many topics related to running effective groups: Marketing Finance, (Funding Strategy, Writing Funding Bids, Budget Setting) Charity Law Employing staff Policy and Strategy Monitoring and Evaluation Project Management Research

Eastleigh Borough Council

Staff roles	Services provided
1 Part time Community Development Manager	Borough Wide Grants Building Grants
1 Part time Community Worker	Advice, Guidance and support in completing applications Access to applications on-line Support for ethnic minority groups
1 Part time Crèche Administrator	Childcare development and support, identifying appropriate sources of funding Support in writing funding applications
1 Part time Childcare Development Officer	Childcare Development and support

Appendix 2 GRANT FUNDING PROCESS TIMETABLE
Eastleigh Borough Council

Type of grant	Maximum amount payable	Grant application Sent out	Closing date	Application received & acknowledged	Application successful notification sent out	Grant cheque/BACS paid	Grant application assessed by.
Annual Community Grant	£1,000 for borough wide, £500 for local groups	Aug	Nov	Nov/Dec	March	April	
Community Development Start-up Grant	£250	Throughout year	None – ongoing throughout the year	Within 1 week of receipt of application.	Letter and notification together with 4 weeks of receipt of app.		Local Area Committee
Community Buildings Grants	Unspecified	Upon receipt of request from org.	None – ongoing throughout the year	Within 1 week of receipt of application.	Dependent upon date of LAC meeting		Local Area Committee
Sports & Recreation Grants	£300	Throughout year	None – ongoing throughout the year	Within 1 week of receipt of application	Letter and notification together within 4 weeks of receipt of app.		James Coney

LAC – Local Area Committee
CD – Community Development

