

## **Council Funding Conditions**

The City of Edinburgh Council (CEC) has standard conditions for the award of Council funds. If you want to be considered for a CEC grant, you must be willing to accept the following standard conditions.

### **1 General**

- 1.1 You must provide confirmation that your organisation is properly constituted. You will be asked to provide a copy of your constitution to the Council.
- 1.2 You must only use the Council funds for the purpose stated in your funding agreement.

### **2 Sound Financial Practice**

- 2.1 Your financial accounting practices will meet as a minimum the **essential** elements indicated in the Council's 'Financial Good Practice Guidelines'.
- 2.2 If your total grant is more than £10,000, you will need to submit to the Council a statement of accounts audited by an independent qualified accountant indicating your trading position. This statement should be returned each financial year, either by 31 July or another date agreed with the Council.
- 2.3 If your total grant is £10,000 or less, you will need to submit records and receipts to demonstrate that the council funds were used as indicated within the funding agreement. This report should be returned each financial year, either by 31 July or another date agreed with the Council.
- 2.4 Failure by an organisation receiving £10,000 or more to submit a final report/SMAR or annual performance report on request will seriously jeopardise any future funding relationship with the Council.

### **3 Monitoring Council Funds**

- 3.1 You will need to:
  - Maintain financial records in relation to work planned and undertaken;
  - Provide the Council with six-monthly income and expenditure statements, showing the source and application of its funds and details of service outputs;
  - Submit returns to the Council within six weeks of the recorded period;
  - Allow the inspection of your books by the Council if asked.
- 3.2 At least one meeting per year will be held between the Council and the funded organisation to review the monitoring returns. The Council reserves the right to review the performance at more regular intervals.

**3.3** You will agree to complete and submit to the Council a SMAR (Self-Monitoring Annual Report) at the conclusion of each Council financial year.

## **4 Protecting the Environment**

**4.1** You will make sure that your organisation's policies and practices minimise any detrimental effect to the environment and complement the Council's commitment to protecting and improving the environment for Edinburgh's future generations.

**4.2** You will have in place, or will develop an Environmental Policy which complies with the Council's Environmental Good Practice. This guide is available upon request.

## **5 Equalities**

**5.1** You will make sure that your organisation's policies or practice reflect the Council's commitment to mainstreaming equalities. You are particularly reminded of your legal duties to avoid discrimination in recruitment and conditions of employment.

**5.2** You will actively promote access to services for the following groups identified within the Council's mainstreaming strategy:

- disabled people;
- people from Black and Minority Ethnic groups (including Gypsy/Travellers, Asylum Seekers and Refugees);
- lesbians, gay men, bisexual and transgender people;
- women;
- children and young people in any of the above groups ;
- older people;
- social Class 4 and 5.

**5.3** In service provision and employment matters, the policies and practices of your organisation should as a minimum ensure compliance with the following statutory requirements:

- Equal Pay Act 1970;
- Sex Discrimination Act 1975;
- Race Relations Act 1976 and Race Relations Amendment Act 2000;
- Disability Discrimination Act 1995;
- Human Rights Act 2000;
- The Employment Equality (Sexual Orientation) and (Religion and Belief) regulations 2003.

**5.4** If asked, you must produce information in accessible formats (i.e. tape, disk format, Braille, large print (18 or 36 point) and community languages. The Council can help you do this through the services offered by the Interpretation and Translation Service (ITS) who can be contacted on 0131 242 8181. A useful guide is the Council's Access to Information Guidelines which set out the

Councils standards for accessibility. These guidelines are available on request from the Council Equalities Unit on 0131 469 3603.

- 5.5** You will need to monitor requests for information in accessible formats as above and provide details to the Council's lead Support Officer at any funding agreement meeting.

## **6 Staff and Volunteers**

- 6.1** If your activities involve children and vulnerable people, you must:

- operate a vetting policy for staff and volunteers;
- train staff and volunteers to communicate effectively with parents/carers and children and be aware of child safety issues.

Copies of procedures which may offer a useful framework are available from your supporting department.

- 6.3** If your activities involve volunteers, you must have in place a volunteering policy and good practice guidelines whose standard is as a minimum equivalent to those of the Council.

## **7 Sponsorship and Publicity**

- 7.1** If offered sponsorship packages from the tobacco industry, you must, advise the lead Council Support Officer at the earliest opportunity.

- 7.2** If you produce any publicity or promotional information about the organisation (including information of events or exhibitions, recruitment information, or annual reports), this material must indicate the Council's support.

- 7.3** You must adhere to Council procedures relating to the acknowledgement of funding (Uniquely Edinburgh) e.g. the Council logo, or the words 'Supported by the City of Edinburgh Council' should always appear on promotional material, programmes, annual reports and job vacancy advertisements.

- 7.4** By prior agreement, the Council and the funded organisation shall be entitled to:

- host promotions, photo calls, and press briefing at mutually convenient times, located within the funded organisation;
- issue press releases regarding areas of the funding relationship at any time throughout the period of the fund.

- 7.5** During the period of funding, any press release which relates to the relationship between a funded organisation and the Council, must be agreed by both parties before being issued.

- 7.6** Section 2 of the Local Government Act 1986 prohibits the Council from publishing any material that appears to be designed to affect public support for a political

party. The same section also prohibits the Council awarding funding to organisations for this purpose.

## **8 Communication/monitoring of funded organisations**

**8.1** The Council will identify a lead department for your funding award. This lead Department will:

- co-ordinate all matters that relate to your application for funding;
- establish your funding agreement and progress reviews;
- inform you of any changes in Council policy that may have a bearing on your funding relationship.

**8.2** Where applicable the lead Department will appoint a Reporting Officer with the specific task of monitoring funded organisations in line with Council policy.

**8.3** The Council and funded organisation will each nominate a contact person to:

- be the initial point of contact for their respective organisation to respond to matters relating to the funding relationship;
- ensure the agreed monitoring and review processes are effectively managed.

**8.4** Your contact person will ensure that:

- the Council is informed, if for any reason, you consider you may not be able to continue to provide the funded service or activity;
- you submit any monitoring reports in good time;
- your organisation is represented at funding agreement reviews;
- you provide the Support Officer responsible for monitoring and/or reporting on the use of the grant with any information reasonably required on request.

## **9 Miscellaneous Conditions**

**9.1** You will ensure employees are allowed access to trade union membership without penalty and adopt any procedures necessary to give recognition to that trade union.

**9.2** You will ensure that you have insurance including public liability adequate for all activities.

**9.3** You will provide, if requested, evidence that where the award is used to purchase items of equipment, the equipment is adequately insured. In the event of the equipment being lost, stolen, or damaged and not replaced, money obtained from the insurance must be paid to the Council.

**9.4** In the event of items of capital equipment funded by the Council being no longer required, or an organisation with such equipment ceasing to exist, at the discretion of the appropriate director of service, the equipment should be returned to the Council.

**9.5** You will notify the Council of any conflict of interest that may reasonably be deemed to affect the impartiality of any member of staff, volunteer, Office Bearer or Board/Management Committee Member on any matter relevant to his or her duties.

**9.6** Provide evidence to the Council that the organisation is working to support the principles of Best Value. These principles include:

- accountability to service users;
- transparency in the organisation's decision-making through easily accessible information;
- demonstration of continuous improvement in the provision of services or activities;
- encouraging ownership of the organisation by all stakeholders through effective consultation processes.

**10 New conditions of grants**

**10.1** The Council reserves the right to introduce new conditions of grant as necessary.

End.