

# **CULTURAL PROTECTION FUND RECEIVING A GRANT GUIDANCE**

July 2017

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## PART ONE: INTRODUCTION

This document will help you to request payment from the British Council and report on the progress of your project. It applies to both small and large grant awards. In most cases, the Grant Manager who worked with you during the assessment process will remain your contact throughout the delivery of your project.

You must comply with the terms and conditions of your Grant Agreement and any additional requests set out in your Grant Notification letter. You must also address any issues we identify in the course of monitoring your project and following the requirements specified in this document, the *Application Guidance* and any other material we refer to. All guidance is available on our website.

In certain circumstance we may choose to vary any of the procedures set out in this document.

You will need to fill in a number of forms as part of our monitoring process. These forms will be included in your Grant Award pack or sent to you by the British Council and include:

- An Evaluation Plan template
- A Permission to Start form
- Progress Report and Payment Request forms

## PART TWO: PERMISSION TO START

Before you can start your project and seek a grant payment, you will need to complete a 'Permission to Start' form, which is included in your Grant Award pack. You should not start your project until you have received our written confirmation of Permission to Start. If you do start before receiving our approval, this will be at your own risk. We will not make any grant payments until this form has been approved.

You will need to submit the completed Permission to Start form to your Grants Manager with the following attachments, which we will use to help us monitor your project's progress and performance. You may have already provided some of these documents as part of your application; if so, please provide updated versions. These documents are discussed in more detail below. All documents must be sent in electronic format. Where signatures are required, scanned versions are acceptable.

- Proof of ownership (if applicable)
- Proof of partnership funding (if applicable)
- An updated project cash flow
- An updated project plan
- A statement of your plans for procurement of goods, works and services and a recruitment strategy for any new positions
- A security management plan (if requested by your Grant Manager)
- Any other information which may be requested

Once we have received and approved your request, we will send you a letter confirming that you have permission to start your project.

### **Details of any relevant permissions required and obtained**

Please state any permissions, licences or consents required for your project. Ideally you should have all permissions before your project starts; however, we may agree a phased programme which will allow you to start your project before all permissions are obtained. In this case, please detail the anticipated dates for receiving any outstanding permissions in your statement and discuss this with your Grant Manager.

### **Proof of ownership**

If you are carrying out physical work to a cultural heritage asset or site you will need to provide evidence of permission from the owner or proof of ownership if the asset.

### **Proof of partnership funding being secured**

If you mentioned partnership funding in your application form, you will need to provide proof of this being secured. This will normally take the form of a letter or email from a funder or from one of the project partners, depending on the source of the funding.

### **An updated cash flow**

Your cash flow should show the planned timing of your income and expenditure on a monthly basis for the first financial year. Your Grant Manager will contact you as soon as your grant has been awarded to agree your payment schedule. The cash flow you submitted as part of your application will be used as the basis for this discussion, but it is likely that you will need to update this based on the payment schedule you have agreed. If your project takes place over more than one financial year, you will be required to submit a new cash flow by 1 April in preparation for your annual review.

### **An updated project plan**

If there have been any changes to your project plan since you submitted your application, please provide an updated version.

### **A statement of your plans for procurement of goods, works and services and a recruitment strategy for any new positions**

This statement should cover all new posts and any contracts with a value of more than £5,000. Please see our policies relating to Staff Posts and Buying Goods, Works or Services in the Application Guidance.

### **A security management plan**

Depending on the security situation in the location where your project activity is taking place, we may ask you to submit a security management plan before issuing permission to start.

## **PART THREE: REPORTING ON YOUR PROGRESS**

### **Progress reports**

It is important to keep us updated on the progress of your project. You will need to do this formally through the Progress report and payment request form every time you request a grant payment, and you may be asked to do this more often if your grant payments are not very frequent.

We also encourage you to report informally by email or telephone, especially if you need to make us aware of any risks or you have any concerns about your project. It is very important that you make us aware of any slippage in your project programme, especially if this will affect project expenditure or the timing of your grant payments. If you are planning to make any material changes to your project, including changes to the agreed project budget, you must write to us first to request permission. If these changes affect your Project Objectives, we may need to re-assess your project or take any other action we consider necessary.

In the Progress Report you are asked to provide detailed information on the following: your progress in achieving your Project Objectives, risk monitoring, changes to your project, procurement and staff recruitment and any outstanding permissions. Detailed guidance is available in the form.

## **PART FOUR: GRANT PAYMENTS**

### **Payment schedule**

Shortly after you are notified of your grant award, your Grant Manager will contact you to agree a payment schedule for the first financial year of your project. Small grants will be paid in arrears unless there is evidence of advanced payments being required. The maximum advanced payment will be 50% of the grant with 10% being retained until project completion. There is a presumption that large grants will be paid in arrears, but an advanced payment may be considered in exceptional circumstances where there is evidence of need.

The payment schedule is very important, and you must adhere to the deadlines set within the schedule. You should notify us immediately if you anticipate a delay in your project expenditure. Please note that if grant funding allocated to a particular financial year is not claimed and evidenced before March deadline specified in your payment schedule, funding cannot be rolled over into future financial years, and you will forgo payment. Expenditure relating to advanced payments also must be evidenced by the specified March deadline or it will need to be repaid to the British Council.

### **Annual review**

Your grant award will be reviewed on an annual basis at the end of each financial year. At this time you and your Grant Manager will discuss the progress of your project and agree a new payment schedule for the next financial year. You will need to submit an updated project plan and a new cash flow for the next financial year by the 1<sup>st</sup> of April.

### **Grant payments**

All grant monies will be paid directly to the applicant organisation in line with the terms and conditions detailed in the Grant Agreement. The applicant organisation will be responsible for ensuring that all grant funding, including any funding received or managed by local partner organisations, is spent in line with the terms and conditions of the Grant Agreement.

Your grant payments will be made in line with the agreed payment schedule in your Grant Notification Letter, but you will be responsible for requesting each grant payment. In order to

request a grant payment you should fill in the Progress Report and Payment Request form and submit it to your Grant Manager before the deadline specified in your payment schedule.

### **Invoices and receipts**

In the Payment Request form you are asked to fully detail your expenditure since your last payment request. The Invoice Tracker spreadsheet is provided in order to help you keep track of your expenditure and payments, and you are required to fill it in and submit it with each payment request. An updated Invoice Tracker with current spend-to-date will be provided to you at the end of each payment period, and you will use this Tracker for the next payment period. Instructions on how to use the Invoice Tracker are detailed on the first sheet of the Tracker and information about requirements for documenting expenditure is outlined below:

- You must attach invoices or receipts (scans only) for all expense items with a value **over £500**. Please ensure that your invoices and receipts are clearly numbered as per the reference numbers provided in the Invoice Tracker and that these numbers correspond to the 'invoice number' column. Invoices and receipts in languages other than English are acceptable, but the lead applicant organisation is responsible for supplying the correct information from each invoice in English in the Invoice Tracker. If you are not able to provide an invoice or receipt for an item of expenditure, you must provide a reason in the 'missing invoice declaration' column, and this will be assessed by the British Council.
- For invoices and receipts with a value of **up to £500**, there is still a requirement to detail this expenditure in the Invoice Tracker (see detailed instructions on the first sheet of the Invoice Tracker), but receipts and invoices are not required. **Please note, however, that you are still required to retain invoices and receipts for ALL items of expenditure (even those under £500) and that we may call upon you to submit this evidence at any time for audit purposes, including spot checks.**
- Invoices or receipts in foreign currencies must be converted into GBP using the British Council's book keeping rates, which will be issued to you on a monthly basis. All foreign invoices and receipts under each payment request must be converted using the published rate for the month in which the invoice or receipt is dated (e.g. If the date on the invoice is 4 April 2017, then the bookkeeping rate for April must be used).
- In cases where an advanced payment has been received, you must fully evidence all expenditure relating to the advanced payment in the Invoice Tracker. This advance should normally be settled at the time that the next payment is being requested (if you only plan to settle part of your advanced payment then you must discuss this with your Grant Manager first). An advance is considered "settled" when all of the related expenditure has been documented in the Invoice Tracker with applicable invoices and the full amount has been recorded as settled.

### **Final grant payment**

10% of every grant will be retained until successful completion of the project. You will also be required to submit your Evaluation Report and evidence of full grant expenditure before the final 10% payment is made. If you cannot provide evidence of the entire grant amount being spent on eligible project costs, you may not receive the full final payment. If you have received upfront

payments totalling more than you have spent on your project, you may be required to pay money back to the British Council.

## **PART FIVE: EVALUATION REPORT**

Shortly after you are notified of your grant award, you will be asked to complete an Evaluation Plan for your project. You will be sent detailed guidance about how to complete this plan as well as a general evaluation guidance document called *Introduction to Evaluation*. The plan that you create will form the basis of your Evaluation Report, which will be required at the end of your project before you can request your final 10% payment. It will also be used to help you report on your progress throughout project delivery.