

Skills for the Future

Managing your grant



This document will help you to manage your grant and request grant payments.

It also explains what you must do to comply with the terms of your grant.

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7. Definitions

1. Introduction

1.1 Background

This 'Managing your grant' document and associated forms are referred to in the standard terms of grant for the Skills for the Future programme which are set out on our website. They tell you what information we need from you to meet our monitoring requirements. They also deal with other requirements such as insurance, publicity, and changes to the grant.

You must follow 'Managing your Grant' and associated forms and provide the documents and information set out in them. The requirements are part of the contract and a breach of them will constitute a breach of the terms of your grant.

Exceptionally we may choose not to follow all of the procedures set out in this document.

We will monitor your project against the standards set out in:

- the application form;
- your application as approved by us;
- our grant notification letter including the schedule of agreed work and costs which qualify for grant support;
- our standard terms of grant, together with any additional grant conditions set out in the grant notification letter, and this 'Managing your grant' document;
- the documents which you must provide when you request our permission to start;
- the approved purposes; and
- any other agreements we make with you, or correspondence with you.

We will monitor the progress of your project and will carry out checks at and after the end of the project to confirm that it is delivering the benefits expected.

You are responsible for your project and the quality of it. Any permissions we give do not mean that we accept or approve of the suitability or correctness of the detailed matters they apply to.

1.2 Insurance

You or the organisation providing the training must take out insurance for the works (if any) and for loss or damage to any unfixed materials and goods used in connection with the project.

In addition you or the employer of the trainees must maintain employers and public liability insurance for the length of the project'

If we have agreed in writing that you can self-insure, you do not need to take out any other insurance.

1.3 Filling in online forms

You will need to fill in a range of standard forms (online at <http://www.hlf.org.uk>) as part of our monitoring process, and your requests for grant payment. If we ask you to send copies of documents there is a facility to attach files (of less than 10Mb in total) at the end of each form.

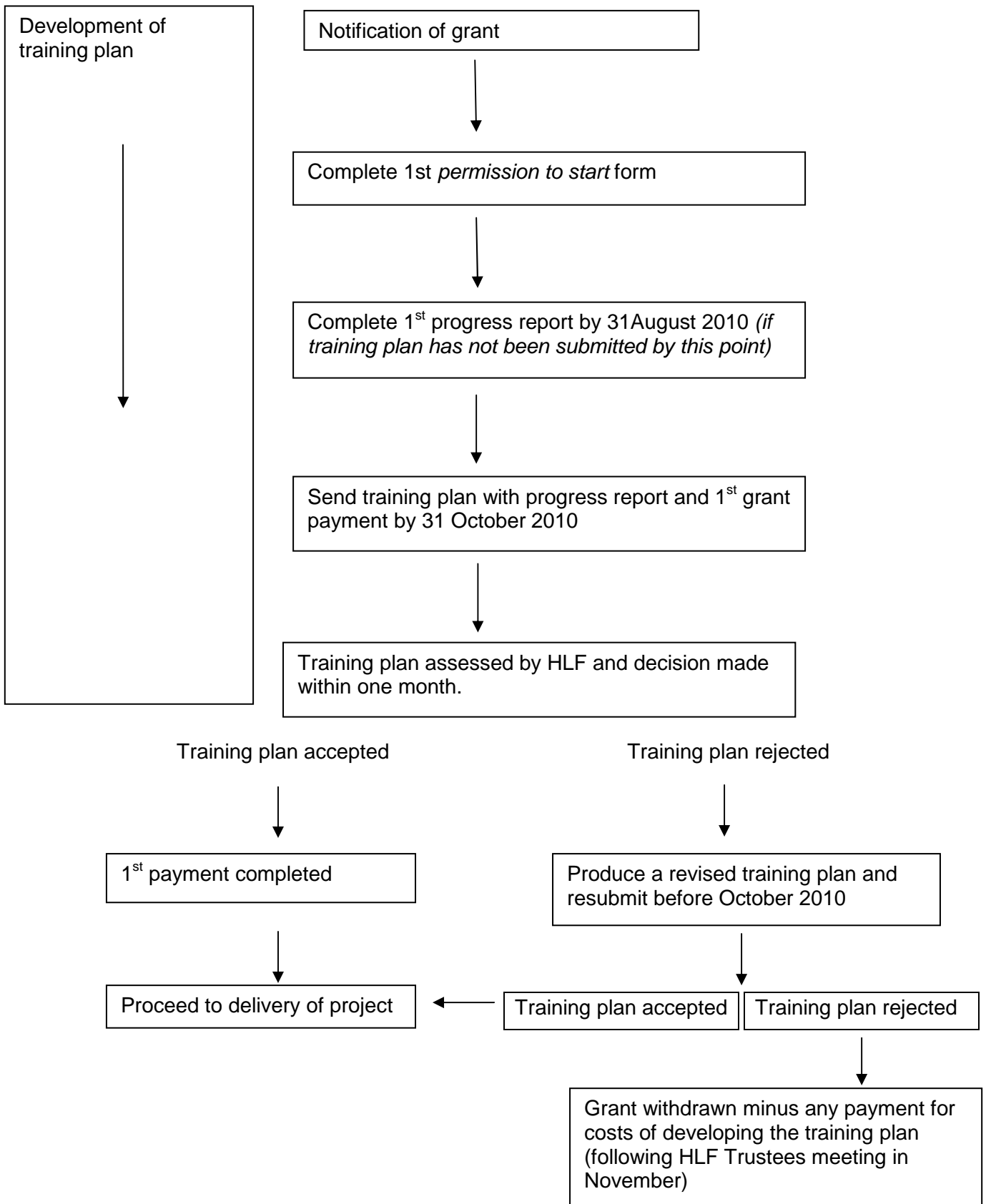
The forms you need to complete will be automatically released to the registered user area of the website when they need to be completed. There are four standard forms:

- Permission to start
- Progress report
- Payment request
- Completion report

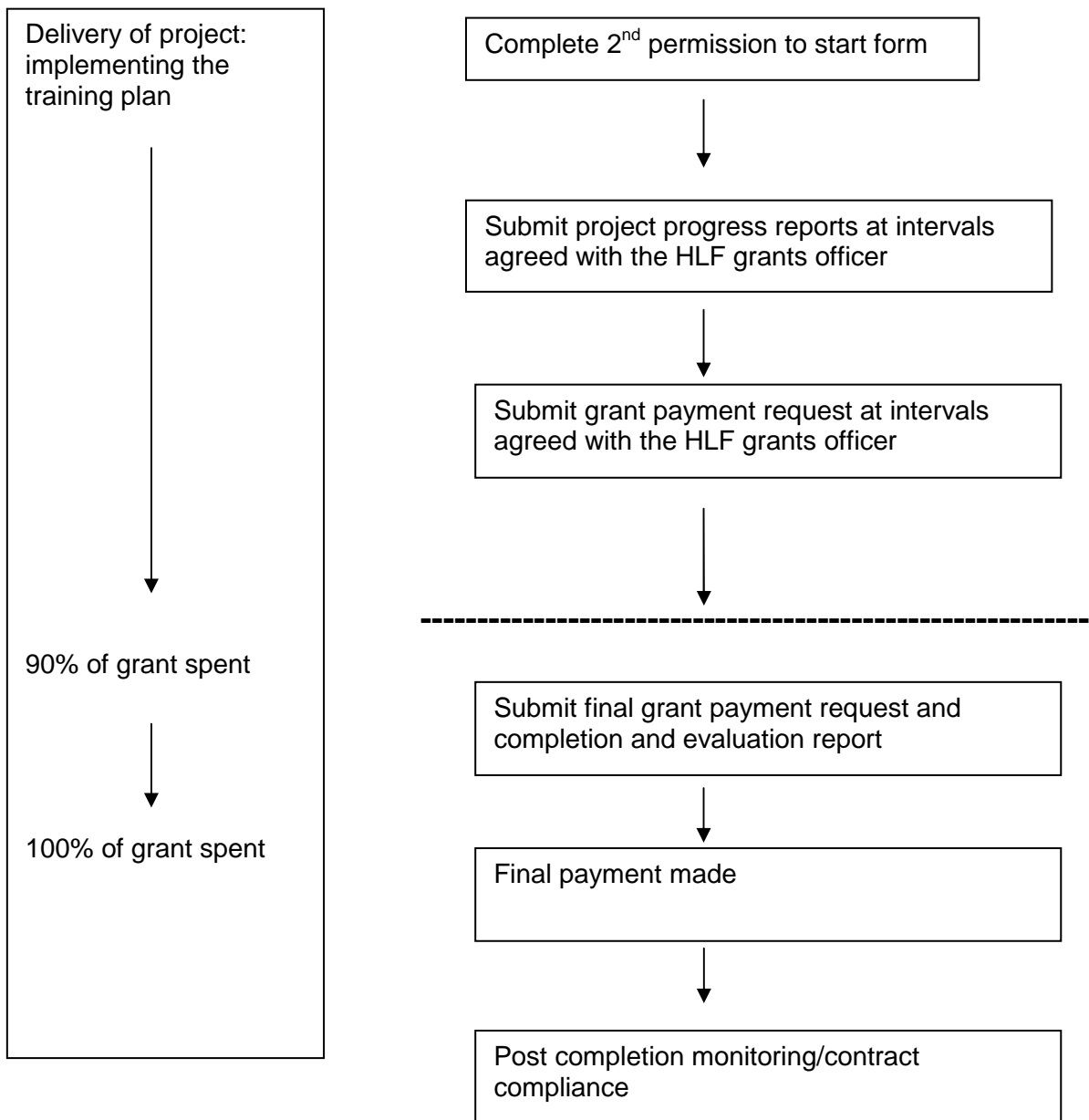
If you log on to the HLF website expecting to see a form for completion and there are no new forms available, please contact your Grants Officer. The first forms are set to be released approximately fifteen working days after a grant has been awarded.

If you make any misleading or false statements on these forms, you will have to repay all of the grant you have received. You will not receive any further payments.

1.4 Life of a project – when forms should be used



Delivery Stage



2. Before work starts

The project is split into two parts: Development of the training plan and delivery of the training project. You should not start any work on either part of the project until you have our written permission to do so. If you do start it is at your own risk. To apply for our permission complete the 'Permission to start' form online and send the signed original to your Grants Officer. We will authorise your 'Permission to start' and return it to you. You can then start work on the development of your training plan. You will need to complete a second 'permission to start' form once your training plan has been assessed. The forms will both have the title delivery phase and are identical.

2.1 1st Permission to start – development of training plan

You should attach the documents listed below. If you have already sent us these documents you will need to bring the information up to date and provide any other details we ask for.

Proof of partnership funding

If you can provide proof that all your partnership funding is in place and that it is from the sources set out in your application. If all your partnership funding is not secured submit a realistic fund-raising plan instead.

Timetable or Programme

Provide a detailed timetable or work programme to complete the training plan before the 31 October 2010. Include any additional conditions set out in the grant notification letter and clearly show all the main activities, resources, milestones and targets necessary to complete the training plan on time.

Cost breakdown and cash flow

Provide an up-to-date breakdown of costs, which shows the cost of each of the main elements of your project delivery. In your breakdown you must identify separately any amounts allowed for VAT and contingency.

Provide a cash flow, which shows the planned timing of your income (including partnership funding) and expenses during the development of the training plan. We will not pay the agreed percentage of the costs associated with developing the training plan until it has been assessed.

Project management structure and method of selecting consultants, contractors and suppliers

Provide a description of how you will organise and manage the delivery project. This should include:

- the names of the people who can sign documents for your organisation, including grant payment requests;
- a copy of the organisation chart for managing your project which clearly names the project manager or project co-ordinator and other people or organisations who will be working on the project; and
- a statement of how you will choose and manage your goods, works and services contracts.

2.2 2nd Permission to start – Delivery of training project: implementation of the training plan

Please amend the documents supplied with the first permission to start form to reflect the delivery of your training project.

Please also attach the most up-to-date version of your training plan. Your training plan may incorporate some of the documents requested above. You do not need to supply duplicate information if this is the case.

Submission

Use the attach button to upload the attachments with the electronic form. Once you have completed the form, print and sign the permission to start and post the signed original and any supporting documents you cannot attach electronically to your Grants Officer.

3. Updating us on your progress

You must monitor the progress of your project and fill in a progress report online at intervals agreed with your Grants Officer.

Your progress report should be produced no later than three weeks after the period it covers.

3.1 Progress Report

Section One Project progress

Describe how your project is progressing against the headings displayed and enter a percentage figure to reflect how close you are to completing each element of the project. Include details on any achievements or key events.

Section Two Risks

Tell us about any difficulties you have and how you will overcome them. List the main risks your project is facing now. These may be:

- financial – for example, a reduced contribution from another funding source;
- organisational – for example, a shortage of people with the experience you need or staff needed to work on other projects;
- economic – for example, an unexpected rise in the cost of materials;
- social – for example, negative responses to consultation or a lack of interest from your target audience;
- management – for example, a significant change in the project team;
- legal – for example, changes in law that make the project impractical; or

Section Three Changes

You cannot change the project aims set out in your grant notification letter and section one of this form. If you want to have the aims of your project changed in any way, you must send us written details of your reasons for the change and show us how it will affect:

- the cost of your project;
- the quality of your project;
- the time you need to finish your project.

Use the table to tell us about any changes you have had approved since your last progress report

The text box can be used to tell us about any changes or events which may prevent your project from achieving its aims or affect its viability. We may then re-assess the project, or take any other action we consider necessary.

Section Four Reviews

Use the table to summarise any comments you have had from us or the project monitor on any documents submitted for review during the period covered by your report.

Section Five Timetable

Explain any delays to your project. You will also need to tell us how you plan to make up the time so that the project finishes by the grant expiry date. The grant expiry date displayed can only be changed by HLF staff before the progress report form is released.

Section Six Staff and volunteers

If your approved purposes include creating new jobs, you must advertise the vacancies and back-filled posts openly in suitable places. Complete the table to tell us about any staff you have appointed to work on the project.

Send a copy of the job description to us for our approval before you make any appointments.

If we ask, you must provide us with copies of all CVs and contracts of employment for new staff.

If volunteer work is part of your project, record the number of volunteers that have worked on your project.

Section Seven Procurement

If you have received a grant from us and you are looking for goods, work or services worth more than £10,000, you must get at least three competitive tenders or quotes and show that you have selected the one which provides best value for money. It is best practice to get at least three tenders or quotes regardless of the value of the service or works sought.

If you have not followed a competitive process you must agree this with us in writing before you award the contract.

If we disagree with your reasons for not selecting the lowest offer, we may reduce your grant.

Section Eight Property ownership

Not applicable under the Skills for the Future programme

Section Nine Insurance and permissions

Detail any insurance for the property, works, any unfixed materials and goods received as part of the project.

You must make sure that you get all the statutory approvals or permissions that you need for your project before the work starts. Examples include:

- bat licence;
- tree felling licence;
- newt licence;

Detail any permissions received using the table.

Section Ten Further standard or special conditions

Use the table to list any further standard or special conditions applied to your grant and summarise how you are working towards meeting them.

Section Eleven Photographs

You must send us a free photographic record of your project recording its stages and events.

The photographic record should be at least:

- four high resolution digital images in electronic format (images 250mm x 200mm @ 300 dpi minimum).

The pictures should show your project in action and its outcome. You should also provide a sample of photos which show your project before, during and after it is finished.

Please also let us know if material from your project is available on the internet and where this can be found.

We may use your photographs in publicity material. Where your photographs include people, you must gain their permission (or that of parents or guardians for children under 16) before you submit them to us.

Ensure that you have the written consent of the copyright owner of the images you send to us so that HLF may use any of them to represent the project.

Please also send us copies of any other records of events or activities that you have run.

Submission

Use the attach button to upload any attachments you wish to submit with the electronic form.

Post hard copies of any supporting documents you cannot attach electronically to your Grants Officer. You do not need to print, sign or send a hard copy of your progress report.

4. Each time you request part of your grant

Each time you request a grant payment you must fill in on line the 'Grant payment request' form.

You should request your grant payment as soon as possible after you have received an invoice at intervals agreed during your start-up discussions.

We will not make any payment until we are satisfied with your grant payment request and latest progress report.

We will withdraw the offer of your grant should you fail to submit a training plan by 31 October 2010 or in the event we assess and reject your training plan. We will only make subsequent grant payments based on the expenditure towards producing the training plan.

4.1 Grant payment request form

Section One Summary of invoices

Complete the summary of invoices table to demonstrate your project spend for the period covered. The table will automatically add up all invoices entered and calculate the eligible cost of each invoice based on the information you enter.

You must send copies of invoices, contract administrator's interim payment certificates or table of costs as proof of your expenditure. This can be done using the facility to attach files (of less than 10Mb in total) at the end of the form or by posting hard copies to your Grants Officer. All proof of costs must be dated after the grant award date and before the grant expiry date shown in the grant notification letter.

If any of your invoices include costs which are not part of your eligible costs, you must provide a breakdown of the invoices showing clearly which costs we have agreed to support.

For amounts of less than £100 you should submit a table of costs which specifies the date, amount and description of each item of expenditure, instead of the individual invoices. The total of your table should be shown as a single line on your schedule of invoices. Please keep all of your invoices so that if we ask you to, you can send them to us.

We will pay your grant only when we have received proof of your eligible costs.

Section Two Volunteer timesheet

Please input all volunteer contributions to the project for this request. Please note that HLF does not accept more volunteer contributions than agreed in your approved costs. If the voluntary contributions to your project exceed those you costed at the beginning of your project, please capture this in your evaluation report.

Section Three Funding acknowledgement and public relations

You must acknowledge our support publicly, featuring our logo clearly and visibly.

Do this in line with the 'How to acknowledge your grant' guidance. This guidance can be found at:

<http://www.hlf.org.uk/granholders/Pages/granholders.aspx>

You must fulfil the minimum requirements as set out in this guidance for the kind of project you are running. We will look for appropriate visual recognition of our grant when assessing the progress of your project.

Any marketing work that you undertake for your project should also acknowledge our support in line with the 'How to acknowledge your grant' guidance.

You need to get our agreement before you give an interview, make a public statement or issue a press release relating to a project or work that we have funded when you initially announce the grant and at completion of the project. At other times, please notify us of any press and media contacts so that we are aware of any potential clashes, broader issues or possible links with similar activities that we are planning ourselves.

Let us know when any celebration or marking of a project achievement, such as an opening event, is taking place at which a representative from HLF can attend.

If you need any help or have any questions about how to acknowledge your grant please contact your Grants Officer.

For any acknowledgement you display, it is your responsibility to get in good time all the statutory approvals or permissions that you need.

Section Four Eligible and final costs

Using the information entered into the summary of invoice screen, the form will automatically populate the payment you are requesting. Enter your expected final cost for each of the agreed cost headings. If your project costs have increased you must tell how you will meet these additional costs and how it will affect your project.

Section Five Contingency and cost transfers

Insert details of any contingency use included in the payment request. You will be unable to add contingencies that are greater than the contingency cost heading approved by HLF when your grant was awarded.

Detail any transfers between cost headings using the costs transfer table. You will be unable to transfer more than the existing budget for any cost heading approved by HLF when your grant was awarded. Use the final field to explain the effect the transfer will have on your project.

Section Six Payment request

All the fields in this final section of the form are calculated automatically using the information already provided in the summary of invoices section.

We will not pay more than the grant percentage of your eligible costs.

You will not be able to submit your payment request until the figure from the summary of invoices sheet equals or exceeds the grant already paid in advance.

The percentage of invoices we will pay

We will not pay more than the grant percentage of your eligible costs but we will pay up to 90% of your total grant. After that we will not make any further payment until your project is finished.

Advance payments

For grants of £200,000 and above, we may make payments in advance, but you must prove to us that no other source of funding is available.

If you want to apply for a payment in advance, give us a schedule of your expected costs. Once we have made the payment, show us how much you have actually paid of those costs. We will not make any further payments until we have received this proof.

If you would like us to pay in advance the salary costs of posts relating to your project, we will need details of salaries and copies of your contracts of employment or letters of appointment.

Proof of eligible costs

We will pay your grant by bank transfer only when we have received proof of your eligible costs.

Volunteer contributions

If volunteer work is part of your partnership funding, keep a record of the number of hours that each volunteer has worked. Please tell us how they have contributed to your project costs by completing the 'Volunteer timesheet'.

You should calculate voluntary contributions as follows:

- unskilled volunteer – Up to £50 a day;
- skilled volunteer – Up to £150 a day;
- professional services volunteer – Up to £350 a day

We calculate one volunteer Full Time Equivalent (FTE) day to be 7 hours.

Submission

Use the attach button to upload any invoices and other attachments you wish to submit with the electronic form.

Post hard copies of any invoices and other supporting documents you cannot attach electronically to your Grants Officer. You do not need to print, sign or send a hard copy of your payment request.

5. When the project ends and you request your final grant payment

Request your final grant payment as soon as possible after:

- your project is finished and you have achieved your second-round approved purposes and complied with any additional grant conditions;
- you have acknowledged the grant in accordance with the 'How to acknowledge your grant' guidance; and
- you have submitted your completion and evaluation report.

Once you have made your final grant request, we will not accept any further requests for payments from you. You should therefore try to agree your final accounts with your contractors and suppliers before you apply for the final grant payment.

5.1. Completion and evaluation report

Section One Key milestones

Please summarise how you have met the approved purposes including details of any events you may have held. Tell us about any problems or issues that you faced and how you responded to them. Tell us about major changes you made, (including key staff), and the effect they had on your costs or timetable.

Section Two Long-term requirements

Using the table, list below the long term requirements that are set out in your grant award letter. Describe how you will meet these requirements and list any of your own that apply.

Section Three Staff and volunteers

See progress report section six

Section Four Procurement

See progress report section seven

Section Five Property ownership

This section is not applicable to Skills for the Future projects.

Section Six Insurance and permissions

See progress report section nine

Section Seven Further standard and special conditions

Use the table to list any further standard or special conditions applied to your grant and summarise how you have met them.

Section Eight Evaluation and records

We expect evaluation feedback from all the projects we support, in the form of an evaluation report. We will ask you to send us Skills for the Future monitoring forms on each of your trainees to a standard format. We will provide these. We will leave you to decide how to evaluate the project more widely. Refer to our guidance [Evaluating your HLF project](#) for more information.

We will not pay the final part of your grant until we are satisfied with your completion and evaluation report and final grant payment request.

Submission

Use the attach button to upload your evaluation report and other attachments you wish to submit with the electronic form.

6. After your project is complete

6.1 Monitoring after the project has ended

We will continue to monitor your project after it is finished to make sure that it still meets the terms and any additional conditions of the grant and its goals for the duration of the terms of grant as set out in the grant notification letter. We will send you an evaluation questionnaire one year after the project is complete to help us do this.

Our staff, committee members or an externally appointed evaluator may also visit your project.

6.2 Repayment of grant

Parting with property

If, during the life of the terms of grant, you part with assets or goods which you have bought, restored, conserved or improved with our funding during the grant contract, you must give us a suitable share of the proceeds of sale after you have paid any debts, costs, expenses and tax. You must do this within a month of parting with the land, assets or other goods.

We may claim from you:

- an amount in the same proportion to the sale price as the grant is to the original cost of the approved purposes; or
 - the portion of our grant spent on assets or goods which were bought, restored, conserved or improved;
- whichever is greater.

You must pay whatever we decide is appropriate in the circumstances.

Other breaches of the terms of grant

Our terms of grant entitle us to require you to repay to us the grant you have received in various circumstances, including, in particular, breach by you of any of our terms and conditions of grant. The terms of grant also say that we might not require you to repay all the money you have been paid, if there are reasons to justify taking this view.

Given the enormous range of projects we fund, it is impossible to generalise on what sort of reasons for repayment of grant might be relevant to any particular case. We do, therefore, have absolute discretion to decide in any given circumstances whether or not to seek the return of all of our grant. By way of guidance, we will always expect repayment of the whole amount in cases involving:

- you failing to use the grant for the purposes we agreed to fund or to do what the project was intended to achieve (unless due to factors beyond your control);
- you ceasing to operate, becoming bankrupt, or being placed into receivership or liquidation;
- fraud, negligence or you providing us with incorrect or misleading information;
- you or us being directed by a competent authority to repay/recover the whole grant.

7. Definitions

Accounting records - You must keep proper up-to-date accounts and records. We may ask you to provide a copy of your accounts and bank statements within an agreed period of the end of the financial year in which we have made any grant payments.

Approved purposes – the purposes for which you have been offered a grant and how you plan to carry out those purposes as set out in your application and confirmed in our letter awarding you the grant.

Back-filled post - A back-filled post is the position that is vacated when a secondee from within your organisation takes on a post created within your project.

Contingency - Only use this allowance where unforeseen circumstances have affected the costs of individual elements of the project. You must get our permission for major spending of the contingency against any individual elements. We will reduce your grant by the proportion of the contingency that you did not need to spend.

Eligible costs - The costs we have agreed to contribute towards as set out in your grant award notification. If the final cost of your project is lower than the eligible cost, we will reduce your grant in line with the agreed overall grant percentage. If the final cost of your project is higher than the eligible cost, we do not have to increase your grant. (We will only consider increasing your grant in exceptional circumstances. In this case you will have to provide further information.)

Grant Expiry Date – The date by which your grant expires. If you are not able to complete your project before your grant expires, please contact your Grants Officer.

Grant Percentage - The percentage of your project costs that HLF has agreed to fund, up to the total cash value of the grant award. For example, if the grant percentage is 65% of the eligible costs, we will pay up to 65% of the value of the invoices for those costs which you provide at any one time. The grant percentage is fixed throughout the project.

90% limit - We will not pay more than 90% of your grant until we are satisfied that:

- the project is finished;
- you have met all our standard terms of grant and any additional grant conditions;
- we have received an acceptable final grant payment request and completion and evaluation report;
- appropriate funding acknowledgement is in place.

Procurement – The process by which goods and services are sourced. It is best practice to get at least three quotes for all goods and service you are going to pay for. You must get at least three quotes for all project costs in excess of £10,000.

VAT - Our grant percentage will include your VAT payments if these were included in the eligible costs for your project.

You must do all that you can to:

- make your project is VAT-efficient;
- make sure that VAT is applied only to relevant parts of your project; and
- claim back any VAT which you can.

If your VAT payment decreases during the project, we will reduce our contribution to those costs and you will have to pay back any amounts of VAT you have managed to claim back from HM Revenue and Customs. If your VAT payments increase we may not increase our grant payment. You must not transfer any VAT savings that you have made to any other budget heading.