

Woodcraft Folk policy on funding bids

Introduction

Woodcraft Folk encourages groups districts and other local conglomerates to apply for funding to support their core work, to run new projects and to help keep costs low for volunteers and children.

Woodcraft Folk is a public body and must ensure that all funds raised in its name are used correctly and for the purpose for which they were obtained.

Chances of success will be improved through consultation with staff and District colleagues and central monitoring of bid development and submission should be seen as a way of improving outcomes not just as a tool to reduce risks from bids made by our diverse membership and groups.

For these reasons, everyone applying for funding must adhere to the following rules

N.B. Information including funding opportunities and support can be found on www.woodcraft.org.uk/funding to assist groups and districts to fundraise and also to give groups and districts the opportunity to share information and experience.

1. Notification

- 1.1. All grants, however small, which are obtained from a source other than the Woodcraft Folk must be notified to Woodcraft Head Office (see attached form) within three months of receipt.
- 1.2. All applications for over £25,000 must be approved by General Council before being submitted to the funder.
- 1.3. All grants which seek to employ staff or contractors must be approved by General Council in advance of being submitted to the funder.
- 1.4. All grants for the purpose of purchasing land or buildings or taking a long-term lease (more than six months) must be approved by General Council before being submitted to the funder.
- 1.5. All grants which remunerate trustees or volunteer office holders at group, district, region or other level either directly (eg salary or consultancy fee) or indirectly (eg rent for use of property) must be approved in advance by General Council.

2. Monitoring

- 2.1. The terms and conditions of the funder must be complied with at all times. Each management committee must appoint someone who is responsible for ensuring compliance. This person should be separate from the chair of the management committee. Anyone with concerns should raise them with the management committee or with Woodcraft Folk head office.
- 2.2. Copies of any end of grant report, no matter how small the grant, must be sent to Woodcraft head office to be kept on record.
- 2.3. All grants in excess of £25,000 must be overseen by a management committee of at least three people, the majority of whom must not be related to each other.
- 2.4. For all grants over £25,000, General Council will appoint a person of its choosing to sit on the project management committee and report back to General Council on the progress of the project.
- 2.5. Terms of reference will be agreed for each grant between the project management committee and General Council as to level of support and monitoring, which will vary according to the amount of the grant.

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3. Staff

- 3.1. All staff recruited to grant funded positions must be recruited in line with Woodcraft Folk recruitment policies
- 3.2. A full job description and person specification must be drawn up for any new role before grant funding is applied for.
- 3.3. A line manager must be nominated for each staff member.
- 3.4. Grants must include the cost of recruitment advertising, employers' national insurance contributions, pension contributions, payroll setup and maintenance costs and other administration costs as may be deemed necessary.

4. Role of General Council

- 4.1. General Council has a legal duty to protect the interests of Woodcraft Folk. As such, it reserves the right
 - 4.1.1. To notify funders of any deviation from the rules in this document.
 - 4.1.2. To intervene in any way it deems suitable in the event of a grant not being used appropriately or any project failing to observe in full Woodcraft Folk policies and practice.
- 4.2. General Council undertakes to respond rapidly to all grants submitted to them for approval. In the event the grant is under £25,000 per annum but requires General Council approval, General Council will respond within 14 days of the grant being notified. In cases where the grant is over £25,000 General Council undertakes to respond within 28 days of the grant being notified to them.

PH and DM September 2009

RS November 2015 (reissue with minor amendment)

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Appendix One – Grant Request notification Form

GRANT REQUEST NOTIFICATION

Please complete and return to Folk House as soon as you have sent off any application form or letter requesting an award.

District/Group _____

Please list all groups which would be beneficiaries of this/these grant/s

	Award 1	Award 2
To which body are you applying for an award?		
Which Group(s)/District is it for?		
How much have you asked for?		
When was the request submitted?		
For what purpose has the award been requested?		
Will the award be restricted to that purpose?		
What reporting requirements will there be?		
By when is the award to be spent?		
What documents did you have to submit?		

Name of person submitting this report: _____

Phone number and e-mail address _____