

Form SP1: Approval for Grant offers not more than £100,000.

Head of Service Non-Key Executive Decision Report

Guidance

1. This approval process enables Heads of Service to approve grant offers **not more than £100,000** in value where all of the Grant Approval Scheme (the Scheme) criteria are met. The Scheme criteria is as follows :
 - a. **The value of the grant is less than or equal to a cap of £100,000**
And:
 - b. **The grant or any part of the grant does not include any European Union funding**
And:
 - c. **The grant offer does not require the payment of grant aid to other parties**
And:
 - d. **The Council is not required to guarantee the liabilities of third parties**

Where any of the Scheme criteria is not met then the Scheme should not be used as the risks associated with grant offers not complying with the criteria are significantly higher. The grant applicant will need to seek approval for the grant under the Council's normal decision making process, in line with the Leaders Scheme of Delegation.

Completing the Template.

1. Copies of the grant terms and conditions must be sent to Finance and Legal Services for review as soon as possible.
2. The template must be completed in the following order:
 - a. **Section 1:** the officer seeking approval of the grant offer must complete these details.
 - b. **Section 2:** the officer seeking approval of the grant offer must answer all the questions.
 - c. **Section 3:** HR will consider and detail any HR implications
 - d. **Section 4:** Equality Impact Assessment should be reviewed by the Portfolio Equality Lead.
 - e. **Section 5:** Finance and Commercial Services (the External Funding team) will consider the grant terms and conditions and review the financial implications.

- f. **Section 6:** Legal Services will consider the legal implications, having regard to the report and the grant terms and conditions.

 - g. **Section 7:** Only when sections 1-6 have been completed, should the Head of Service consider whether to approve the proposal to accept the grant offer.
3. Where the Head of Service approves the grant offer the funders offer letter must then be sent to the External Funding team who will arrange for this to be signed and returned to the funder.



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Section1: Details of Grant Offer (Grant Applicant must complete)

Portfolio: _____

Report of: Officer seeking approval for the grant _____

Report to: Head of Service for _____

Name of Grant to be approved: _____ Value (£): _____

Funder: _____ One off grant or annual allocation: _____

Has the grant offer been to a Programme Board? (Yes/No) _____

Does the report contain confidential information? (Yes / No) _____

Section 2: *Grant Applicant must complete all of the following questions:

(a) Does the grant meet the scheme criteria (as per guidance note points 1a to 1d)?

(b) What is the grant for (e.g. improving health) and how does it benefit the Council?

(c) Please provide an estimate of how will it be spent (e.g. salaries £x etc.)?

(d) What are the key risks associated with the grant offer (e.g. requires match funding)?

(e) How will the activity be funded if/when the grant ends (e.g. project ends, fees etc.)?

(f) Alternatives options considered and rejected?

(g) Recommendations and reasons to accept the grant offer?

***A Notification of Funding (NOF) form will also need to be completed by the grant applicant and sent to: ExternalFundingSharedServices@sheffield.gov.uk:**

Section 3: H.R Implications (If a grant has HR implications then it must be reviewed by H.R before the Head of Service can approve acceptance of the grant.)

Signed _____ Date _____

Section 4: Equality Impact Assessment (If a grant has equality implications it will need to be reviewed by the Portfolio Equality Lead before the Head of Service can approve acceptance of the grant.)

Signed _____ Date _____

Section 5: Financial & Commercial Implications (All grant offers must be reviewed by the External Funding team before the Head of Service can approve acceptance of the grant)

Signed _____ Date _____

Section 6: Legal Implications (All grant offers must be reviewed by Legal before the Head of Service can approve acceptance of the grant).

Signed _____ Date _____

Section 7: Head of Service: to indicate whether they approve the recommendations, providing any comments they consider appropriate, including, where a Cabinet Member has been consulted, whether they declared an interest and any dispensation granted by the Chief Executive

(i) **Decision taken** : grant offer to be accepted (Yes / No)

(ii) **Comments**

Decision approved by : _____

Title of Decision Maker : _____

Date of decision : _____

Once **Form SP1** has been signed by the Head of Service it should be sent to the Grant Applicant in your Portfolio who will need to electronically scan a copy of the signed document and email a copy to the External Funding team.