

Appendix 'A' - Programme of Work for Community Foundation for Lancashire and Merseyside

Essentials	CFL Work
Fund set up	Set up of grants fund including providing information for staff working on fund, creating memorandum of understanding.
Promotion	Advertising grants via dedicated page created on our website, social media activity. Direct contact to community groups with capacity to deliver projects under criteria if required.
Enquiries and Support	Dealing with telephone and email enquiries, offering support on the application process and signposting for applicants.
Sifting of applications	Sifting applications, providing feedback to ineligible applicants.
Due diligence checking	Checking applicant governance, finances, policies (such as safeguarding), and accounts to ensure eligibility, recording and making any recommendations.
Applications	Providing a written summary of each grant application for the Panel with recommendations based on reviewing project outline, budget and value for money, evidence of need, sustainability planning where relevant.
Panel Meetings	Managing the process of grant making. Providing application information for panel members, hosting or attending panel meetings-providing advice when required and recording decisions and feedback.
Feedback on applications	Recording all decisions in our database, providing feedback to both approved and declined applications and ratification by our Trustees.
Fund Distribution	Setting up payments on database, banking and Sage, verifying grant recipient banking details.
Monitoring of Grants	Issuing and processing of interim and or end of grant monitoring forms and due diligence of grant expenditure. Collation of case studies to show outcomes and stories of projects supported.
Financial Reporting	Production finance statements with fund value plus grants made and maintaining records for audit.
Additional Reporting	Production of a report detailing all grants made, geographic and social outcome breakdown, key case studies.
Audit	Staff time to prepare and provide auditable information to be included in CFLM accounts
Charity Commission reporting	Staff time to prepare information to be included in CFLM annual reporting to charity commission