

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

**2022 - 25 Guidance for grant recipients**

November 2022

# CONTENTS

PART ONE: INTRODUCTION.....3  
PART TWO: GRANT AGREEMENT AND GRANT NOTIFICATION LETTER.....3  
PART THREE: PERMISSION TO START .....4  
PART FOUR: MONITORING AND REPORTING .....5  
PART FIVE: FINANCIAL REPORTING AND GUIDANCE.....6  
    **Payment schedule** .....6  
    **Grant payments** .....7  
    **Advance payment projects**.....7  
    **Payment Run** .....8  
    **Financial reporting** .....8  
        Progress report and payment request form.....8  
        Invoice Tracker.....8  
PART SIX: PROCUREMENT .....9  
PART EIGHT: PUBLICITY AND PROMOTION..... 10  
PART NINE: PROJECT COMPLETION ..... 11

## PART ONE: INTRODUCTION

This document is for grant recipients of all 2022-25 grant rounds. It contains guidance and process from the point of awarding a grant to the end of the project. It will help you to request grant payments from the British Council and report on the progress of your project. It will also help to answer some questions regarding various aspects of your grant award.

## PART TWO: GRANT AGREEMENT AND GRANT NOTIFICATION LETTER

Once the decision to award grant funding to projects has been made, a Grant Manager will contact you to inform you of our decision to fund your project. They will schedule a follow-up call as soon as possible to confirm the Grant Expiry Date (GED) and agree the payment schedule. 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 will be notified of any change in Grant Manager. Your grant manager is your point of contact throughout the delivery of your project so you should direct all your questions to them.

Your Grant Manager will send you the Grant agreement (GA), Grant Notification Letter (GNL) and a bank details form template in your Grant Award pack along with legal wording that you need to use when returning the signed grant agreement. The Grant Agreement will contain all the legal clauses and conditions regarding your grant award. The Grant Notification Letter will contain financial and other details of your grant award and conditions, project objectives and payment schedule. The GNL will also have your project reference number, for example, LG1-001-22. Please ensure that you use this project reference in correspondence with the CPF team.

You will be required to return the signed grant agreement to us with a covering email containing the legal wording (provided by the British Council) as well as completed, signed, and dated bank details form on your organisation's letterhead. The grant agreement must be signed by a person holding the appropriate delegated authority within your organisation. If the person returning the signed grant agreement by email is different from the signatory, then the signatory needs to be copied into the email returning the signed grant agreement.

The bank details form will enable us to set up your organisation's vendor account on our financial system for making payments. If your vendor account is already set up, we will check the bank details on the system to the bank details provided by you and make amendments if required.

The grant agreement will be countersigned by the person holding appropriate delegated authority within the British Council and emailed to you with legal wording. **Please retain the email, signed grant agreement and signed grant notification letter as all these documents form your contract with the British Council.**

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.

For each new grant year, we may choose to vary any of the procedures set out in this document.

You will be sent several documents as part of your Grant Award pack. The guidance documents are there to help you and the forms need to be completed as part of the monitoring process. The

documents and forms included in your Grant Award pack or sent to you by the British Council apart from the GA, GNL and bank details form usually include:

- An Evaluation Plan template, to follow after the ERS sessions.
- A Permission to Start form
- Receiving a Grant Guidance
- Financial Reporting Guidance
- Progress Report and Payment Request form
- Invoice Tracker (for submitting expenditure details)

## **PART THREE: PERMISSION TO START**

Before you can start your project and request 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/Permissions from the relevant authorities (if applicable)
- Proof of partnership funding (if applicable)
- Signed partnership agreements
- An updated project cash flow
- A project plan
- A statement of your plans for procurement of goods, works and services and a recruitment strategy for any new positions
- A risk register
- Any other information which has been requested by your Grant Manager

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 indicated your project will be funded using additional partnership funding, 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.

## **Signed Partnership Agreements**

Please send copies of all signed partnerships agreements with the project partners outlined in your proposal.

## **An updated cash flow**

Your cash flow should show the planned timing of your income and expenditure on a monthly basis for the financial year. Your Grant Manager will contact you as soon as your grant has been awarded to agree your payment schedule, taking into account the cash flow you submitted as part of your application. Updated payment schedules for subsequent financial years will be agreed in writing upon receipt of a new yearly cashflow prior to the start of the next financial year.

## **A project activity plan**

Please complete and email the planning tool Word template. This tool has been designed to help record the project's activity schedule.

## **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 £6,000, please see our policies relating to Staff Posts and Buying Goods, Works or Services in the Procurement section of this guidance.

## **A risk register**

All risks and their related mitigations need to be recorded in the risk register. As the grantee, you are expected to update the risks on a regular basis, as and when there is a change in the risks which could impact project implementation.

Each time the project submits a payment request to the CPF team, the grantee is expected to submit an updated risk register. Please complete and return the risk register template, ensuring that risks and corresponding mitigation plans are recorded in detail.

# **PART FOUR: MONITORING AND REPORTING**

## **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. You may be asked to do this more often if your grant payments are not very frequent.

We also encourage you to report to your grant manager informally by email or telephone, especially if you need to make us aware of any risks or have any concerns about your project. It is very important that you make us aware of any slippage in your project activities, especially if this will affect overall project delivery or project expenditure.

Your grant manager will monitor the project's progress against the project objectives and investigate the impact of any slippage on the project timeline and expenditure. They will also check whether there are any new risks and the potential impact on the project.

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 form, you are asked to provide detailed information on the following: summary of key achievements since last progress report, your progress in achieving your Project Objectives, communication resources including images of project activity, procurement and staff recruitment and any expected activities and achievements before the next report.

## **PART FIVE: FINANCIAL REPORTING AND GUIDANCE**

All grant monies will be paid directly to the lead applicant organisation in GBP (British pound sterling) in line with the terms and conditions detailed in the Grant Agreement. You must ensure that your principal bank account and any routing banks are able to receive grant funds in GBP.

The applicant organisation will be responsible for ensuring that all grant funding, including any funding received or managed by local partner organisations, is spent according to the terms and conditions of the Grant Agreement. You should therefore conduct appropriate due diligence before engaging with project partners. Bank charges or other transfer charges within justifiable reasonable limits, can be claimed from the grant.

Your project will be required to undertake detailed financial reporting and therefore should ensure that there is a dedicated staff resource who understands the financial reporting processes and is familiar with the preparation of cash flows, forecasts, and budgets.

All invoices and receipts relating to project expenditure must be retained by the lead applicant organisation and may be requested for inspection by the British Council during or after the project. The CPF team will decide what constitutes acceptable evidence of spend and will request additional evidence if it is required.

Exchange rate losses are ineligible to be claimed from the grant. You are expected to manage any exchange rate losses or gains throughout your project duration and therefore should ensure that you have investigated and worked out a way to mitigate risks from exchange rate fluctuations.

### **PAYMENT SCHEDULE**

Shortly after you are notified of your grant award, your Grant Manager will contact you to agree a payment schedule for your project. The payment schedule sets deadlines for which we need to receive payment requests and the expected amounts that will be spent during that reporting

period. You should notify us immediately if you anticipate a delay in your project expenditure and submission of payment request. The cost and timeline of project activities, the cashflow and the payment schedule may need to be altered in the case of any delay.

Grants are paid in arrears unless there is evidence of advanced payments being required by a project. The request for receiving grant payments in advance must be made in writing with the organisation's financial accounts, cash flow and justification for requiring advance payments and has to be formally approved by CPF on a case-by-case basis. For projects on advance payments, a minimum of 10% of the total grant will be paid in arrears at the end of the project.

Please note that if grant funding allocated to a particular financial year is not claimed and evidenced before the final payment request date deadline in March specified in your payment schedule, that amount will be claimable out of the allocation for the next financial year in April, although this is at the discretion of the CPF Team and you may need to evidence why this was not able to be evidenced earlier.

Expenditure relating to advanced payments also must be evidenced by the specified March deadline, any unevidenced grant may need to be paid back to the British Council.

## **GRANT PAYMENTS**

Your grant payments will be made in line with the payment schedule in your Grant Notification Letter, but you will be responsible for requesting each grant payment as per the schedule. We expect to receive the payment request on or before the scheduled date. To request a grant payment, you should complete and submit the

- Updated Progress Report and Payment Request form
- Updated Invoice Tracker
- Updated Risk Register

and submit the following supporting evidence

- Evidence of delivering project activities
  - for example, photos of a workshop taking place, the workshop agenda and list of participants etc.
- Evidence for spending grant funds on project activities (please see section below on supporting financial evidence) – you only need to submit this evidence for individual costs worth £500 and over. For individual costs below £500, please itemise these on the invoice tracker.

## **ADVANCE PAYMENT PROJECTS**

Projects which have been approved to receive grant funds in advance will request their first advance grant payment by submitting the following:

- Completed Progress report and Payment Request form

You will need to complete the payment request form with the first advance amount. The progress report section of the form does not need to be completed for this first advance request.

For the second and subsequent payment requests, advance projects will request grant payment by completing and submitting

- Progress Report and Payment Request form
- Invoice Tracker
- Supporting evidence for project activities and expenditure against the previous advance (only for items for £500 and over).

Each payment request from a project will be checked and approved by the CPF team before it is processed for payment. Your Grant Manager will check and approve the progress report to ensure that the project is on target; the spend will be checked for its eligibility against the supporting evidence provided. If there are any queries, we will email the project to request a response and once the queries are all resolved to our satisfaction, the payment amount will be calculated.

If the project has not spent all their previous advance or failed to provide supporting evidence or the evidence provided was not approved, then in these cases the amount of unspent/unapproved advance would be deducted from the next payment request amount.

## **PAYMENT RUN**

All payments are approved by our central finance teams at various levels. Our payment runs happen fortnightly on a Monday. The internal process for the payment to be released from our bank account takes up to 3 weeks. The payment, once released, then takes 3-5 working days to reach a UK bank account. For overseas bank accounts, it can take longer. Please check with your bank to find out the time it takes to receive international payments.

If you haven't received the payment after the required number of days as advised by your bank, then please email us.

## **FINANCIAL REPORTING**

### **Progress report and payment request form**

Each time a project requests a grant payment, it will be required to submit a progress report of the project activities delivered during a specific period as stated in the payment schedule. The progress report will require you to complete the period of the report, the amount of expenditure incurred since last report and a narrative part for reporting progress. It will also require you to provide information about any promotional materials and the rights for sharing.

### **Invoice Tracker**

At Permission to start stage, we send you an invoice tracker template (excel spreadsheet) for your project completed with your project budget against the budget headings shown in your budget and cashflow spreadsheet.

You are required to complete the invoice tracker each time you request a payment along with other documents mentioned in the progress report and payment request form section above.

In the Payment Request form, you are asked to submit your expenditure since your last payment request. The Invoice Tracker spreadsheet is provided to help you keep track of your expenditure and payments, and you are required to complete and submit it with each payment request along with supporting evidence. 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 sub sheet of the Tracker and the detailed 2022-25 Financial Reporting Guidance document.

It is your responsibility as the grantee to provide evidence that supports the expenditure incurred and being claimed from the grant. We may ask for additional evidence if the evidence provided is not deemed to be satisfactory or we have additional queries.

Please note that use of any contingency budget will need to be approved by your Grant Manager. Please ensure that you request to use contingency before it is spent.

## **PART SIX: PROCUREMENT**

### **Buying goods, works and services**

All procurement procedures undertaken with Cultural Protection Funding must comply with the British Council's procurement policy. We may ask you to provide details of the procurement, tendering and selection process for any part of your project.

#### **For contracts with a value <sup>[3]</sup> of £600 - £5,999:**

You must contact at least two suppliers in writing with a detailed specification of your requirements, including a deadline date for written responses, and select the supplier who presents the best value for your requirements. Once the supplier has been selected, agree in writing the price, terms and conditions for the purchase including penalties for non-delivery.

#### **For contracts with a value of £6,000 - £59,999:**

You must, before buying the goods or services, carry out a competitive tender by contacting at least three suppliers with a detailed specification of your requirements, including the evaluation criteria that will be used to mark the submissions. Submission should be evaluated by two people and marked against the evaluation criteria in the original tender document. In the event that you are not successful in securing at least three submissions, you may be asked to justify why this is the case. Once the winning bid has been identified (based on the highest overall score during the evaluation process), you must agree the entire scope of the work including specific deliverables, key milestones, costs and timeline and sign a contract with the supplier.

#### **For contracts with a value above £60,000:**

In addition to carrying out the competitive tendering process described above, the tender opportunity must be openly advertised. Your Grants Manager must approve the tender document prior to advertising, and you should discuss your plans for advertising with your Grants Manager. A tender report indicating your preferred submission must be sent to your Grant Manager for approval prior to awarding the contract. The contract must be signed with the supplier including specific deliverables, key milestones, costs and timelines and penalties for non-delivery.

There may be other relevant legislation (e.g. UK Public Procurement Regulations 2015, European Union (EU) Procurement Regulations) relevant to the contracts you are advertising, and you are responsible for ensuring that you meet these. If you are unsure about your obligations, we advise you to take professional or legal advice.

## Staff posts policy

Staff posts should be paid at appropriate local rates for the relevant country location. All staff posts funded by the Cultural Protection Fund must be advertised, with the following exceptions:

- If you have a suitably qualified member of staff on your payroll whom you are moving into the post created by your CPF project. You will need to provide a job description for this post.
- If you have a suitably qualified member of staff on your payroll whose hours you are extending so that they can work on the project. In this case we will fund the cost of the additional hours spent on the project and you will need to tell us about the role they will undertake.

## Single source justification

Organisations receiving grant funding from the Cultural Protection fund are required to follow the procurement procedures outlined in the application guidance and to ensure that decision-making is transparent and recorded.

If a grant recipient wants to award a contract to a particular supplier without competition, this is considered '*Single Sourcing*'. This may result in a high level of scrutiny and increased possibility of formal challenge.

Single source justification (SSJ) is not something that can be undertaken lightly and the reasons for undertaking such an approach must be clear, comprehensive, and justified. Retrospective approval for single sourcing **cannot be** granted.

Grantees need to complete and submit a Single Source justification and approval form and submit to the grant manager for approval. Grantees may be asked to provide additional documentation to support the SSJ. These are reviewed on a case-by-case basis.

## PART SEVEN: 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. 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. All evaluation documents will be produced in line with recommendations from our evaluation partners ERS and provided in due course.

## PART EIGHT: PUBLICITY AND PROMOTION

A publicity toolkit will be sent to the lead grantee which provides guidance on the British Council's publicity requirements.

Once the grant has been awarded, your grant manager will discuss the project's communication plan with you and put you in touch with British Council staff in target countries.

## **PART NINE: PROJECT COMPLETION**

Following the satisfactory completion of the project activities and the submission and approval of all the required documents including the final evaluation report, your Grant Manager will issue a signed project completion letter stating the end of the project.