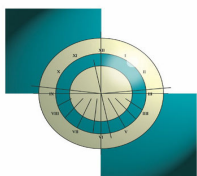




DRAFT FOR CONSULTATION  
July - October  
2007

## **Funding Code of Good Practice**

A partnership agreement between  
The Voluntary and Community Sector in Gosport  
and Gosport Borough Council



**The Gosport Partnership**  
" Working Together For The Gosport Community "

If you need this document in large print, on tape, in Braille or in other languages, please contact the Gosport Borough Council on 023 9254 5280.

Your views are important. If you have any comments about this draft funding code, please contact:

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## 1. Introduction

This Code of Good Practice supports the One Compact for Hampshire (launched in Summer 2006) setting out the way in which the public sector and the voluntary and community sector (VCS) in Hampshire intend to work together.

A funding code exists for the National Compact between National VCS organisations and Central Government and one exists between Hampshire County Council and VCS organisations operating within Hampshire.

This is not a legally binding document, but a framework funding agreement set in a local context between Gosport Borough Council (GBC) and VCS partners. The partners recognise that successful funding relationships are based on a shared commitment to understand the needs of the local community and the willingness to work together to meet these needs.

## 2. Aims

This Funding Code aims to:

- Define arrangements for the application and allocation of funding and access to relevant information.
- Promote simple and clear processes wherever possible.
- Recognise the constraints and priorities of public funding.

## 3. Agreed Principles

### **Transparency, Consistency and Fairness**

- The application process for funding programmes should be open, accessible and user friendly.
- Timetables and grants awarded should be published.
- Grant conditions should be clear and easy to understand.
- When a grant is awarded, payment should be made within the published timescale.

### **Efficiency and Proportionality**

- All processes relating to funding, including application, monitoring and evaluation, should require the minimum of administration, be easy to understand and be proportionate to the level of funding involved.

### **Value for Money**

- All funding should provide value for money for the residents of Gosport.

### **Accountability and Sustainability**

- Funded organisations are accountable for the money they receive, including full compliance with relevant legislation.
- The importance of sustainability should be recognised whenever possible.

## **4. Undertakings**

Set out below are key commitments that both GBC and its VCS partners to this Code intend to work towards together, taking into account the different ways in which they work.

It is acknowledged that different organisations and groups will be at different stages on the journey towards achieving these undertakings. The following should be used as a checklist of good practice.

### **A. Voluntary and Community Sector Undertakings**

1. Make best use of local VCS infrastructure organisations for advice, support and training opportunities to develop good financial management skills and systems.
2. Pool together information about new or existing funding streams and application procedures. Consider joint bids where possible.
3. Make best use of local expertise and networks to maximise fundraising opportunities and events.
4. Have appropriate governance arrangements in place to ensure that public money is adequately safeguarded and accounted for.
5. Apply for public funding only where all eligibility criteria are met.
6. Be able to demonstrate what services can be delivered and what outcomes

achieved proportionate to the amount of funds applied for from GBC.

7. Meet agreed reporting and monitoring requirements and timelines to facilitate prompt payment by GBC.
8. Notify GBC promptly of any issues or changes to its management or operations that could affect the terms or conditions of any funding relationship it has with the Council.
9. Put in place realistic exit strategies when funding is time limited.
10. Recognise the need to develop reserve funds to cover unforeseen liabilities.
11. Adopt policies and practices to ensure equality in all activities and ensure the appropriate involvement of service users.
12. Recognise that GBC applies equality standards to all of its activities and that it requires organisations with which it has contractual arrangements to do likewise.
13. Recognise financial constraints and competing priorities can affect the ability of GBC to meet the accommodation needs of VCS organisations.
14. Recognise the in-kind contributions GBC often makes such as staff support, services and materials, in addition to direct funding.
15. Recognise the constraints placed on GBC by its statutory responsibilities when determining available amounts and arrangements for funding.
16. Recognise the role of democratically elected members in setting priorities and representing their communities.

## B. Gosport Borough Council Undertakings

1. Set out clear terms, eligibility criteria, objectives and appropriate points of contact for funding it administers.
2. Promote fair access to funding by publicising the availability of funds and application forms on its website and through VCS networks and infrastructure organisations.
3. Provide timely and constructive feedback to funding applicants-particularly where they have been unsuccessful.

4. Set reporting and monitoring requirements for VCS organisations proportionate to the level of funding they receive.
5. Where joint funding exists, coordinate monitoring arrangements with other funding agencies to reduce duplication of effort by VCS organisations.
6. Agree clear funding time scales and work with organisations to develop an exit plan for when the funding ends.
7. Provide as much notice as possible, ideally at least six months, of any changes to level or terms of funding in contractual agreements.
8. Demonstrate respect for the independence of VCS organisations regardless of funding arrangements with GBC.
9. Respond to any complaint promptly and endeavour to resolve any issue as quickly as possible.
10. Encourage VCS organisations to maximise all sources of funding and fundraising successes through joint initiatives and shared local knowledge and expertise.
11. Encourage VCS organisations to develop appropriate financial and people management systems to ensure equality and accountability.
12. Consider cost of living increases to annual funding where possible.
13. Recognise that application of overhead costs to funding requests by designated organisations is appropriate in some funding arrangements.
14. Consider the accommodation needs of VCS organisations when determining the use and allocation of available resources.
15. Recognise the valuable role VCS organisations play in fostering community based activity and promoting social inclusion.
16. Recognise and support the role of VCS infrastructure organisations in helping the sector develop local capacity to meet local community needs.
17. Recognise VCS organisations contribute to innovation and good practice examples of effective local service delivery.

## 5. Consultation on this Code

This code was drafted by the Gosport Compact Working Group comprised of several members of local VCS organisations and representatives from GBC. All partners are committed to full consultation within their respective organisations and within the local Voluntary and Community Sector over a period of at least 12 weeks in which to allow adequate time for review and comment.

## 6. Adoption of this Code

Once consultation results have been reviewed by the working group, a final Code will be submitted for formal adoption by GBC and offered to local VCS organisations through Gosport Voluntary Action, as the local VCS infrastructure organisation, and endorsed by The Gosport Partnership Board.

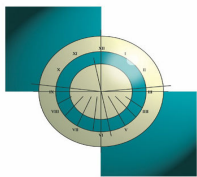
## 7. Resolving Disagreements

It is hoped improved communication, understanding and trust between partners through adherence to this Funding Code of Good Practice will pre-empt any instances of miscommunication or disagreement.

If this is not always the case, relevant officers from GBC and the VCS organisation involved should agree to discuss the issue fully and work towards resolving it as quickly as possible.

GBC has a published Complaints Procedure that details steps an organisation or individual can take toward resolving specific issues with GBC.

If the matter has a wider context in terms of partnership working between the public and VCS sectors through the One Compact for Hampshire, then either partner can seek guidance from the Gosport Compact Working Group and request a review of the matter and recommendations.



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**Produced on behalf of the Gosport partnership by Gosport Borough Council**

