

## APPLY

The best applications will be coproduced with service users.

You are required to provide the following information:

- A summary of your event
- **An explanation of how your event will engage and involve your community**
- A full cost breakdown
- The name of a manager or senior staff member who will manage the grant funds
- Your preferred method to receive the grant funds

There are two methods for receiving your grant funds: a staff Equals card, or a goods requisition form.

Staff should notify their service manager or senior manager that the grant application has been approved.

**Only the named senior staff member will be allowed to requisition the funds.**

Staff should never use a service user's money. Staff should never spend their own money on events/activities the grant is intended for. Staff should never loan money from any other fund to pay for items which can be purchased using the grant money.

All grants expenditure must be relevant and justifiable to the grant's purpose. Staff should budget their expenditure of the fund and not exceed the amount. Surplus expenditure will not be reimbursed.

Leftover grant funds should be transferred to a household/activity fund from which all service users can benefit.

## MANAGE FUNDS

### STAFF EQUALS CARD

- Your grant must be withdrawn as cash
- Withdrawal fees are taken from the grant funds
- You must record all transactions in a **Grant Money Book**
- Additional fundraising must be recorded in the **Ticket Sales / Fundraising Money Book**
- Withdrawals from the Equals card should be recorded as 'money out'
- Cash must be kept in a safe with the Grant Money Book, and recorded as 'money in'
- Keep receipts from all transactions and attach them to completed folios
- Receipts/folios should be archived monthly in labelled envelopes
- Grants money books should be included in the manager's monthly checks, and archived appropriately with other finance books
- If discrepancies are identified within the grant fund, an **Incident Report** should be submitted by the end of the working week, and a senior manager should be notified

### GOODS REQUISITION

- You must choose items which can be purchased online
- Copy and paste the links for your items into a goods requisition
- Your goods requisition must be sent to Internal Grants for authorisation
- Delivery costs are taken from the grant funds

## REPORT

**A requirement of your grant is that you submit photos** of your event to show how you have used your funding.

You must ask everyone in any photos for their **consent to share** the pictures publically. This includes social media, publications and campaigns.

You can request a consent form from Marketing.

**Please send any queries to [internal.grants@creativesupport.co.uk](mailto:internal.grants@creativesupport.co.uk).**