



Funding Policy

Updated: December 2015

Next revision date: December 2016

1. Objectives

- 1.1. To ensure the future of Develop, and that Develop will continue to attract funding.
- 1.2. To ensure that any funding received is used efficiently and effectively.
- 1.3. To ensure that double funding does not occur.

2. Scope

- 2.1. To cover all activities carried out by Develop.

3. Key Principles

- 3.1. Develop will not use the funding provided for each programme in part of any submission for additional funding without obtaining prior consent in writing from the funder, where relevant.
- 3.2. Develop will ensure that all of its financial procedures will support the financial arrangements agreed with its funders, including payment to staff and sub contractors.

4. Staff Responsibility

- 4.1. CEO and senior managers.
- 4.2. CEO has overall and final responsibility for all matters relating to Funding.
- 4.3. The day to day management of Develop's Funding policy is retained by the CEO who will ensure that:-
 - a. Adequate resources are made available to implement this policy.
 - b. Adequate arrangements are made to bring this policy to the notice of all staff, individuals, sub contractors and visitors.
 - c. The effectiveness of the policy and its arrangements are reviewed annually during the relevant Strategy Group meeting or more frequently if deemed necessary.

5. Monitoring and Evaluation

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Funding Policy		\\developserver\Data\Company\Policies\Policies 2015-16	
Created by	Date issued	Version No	Approved by
Mark Pike	01/12/2015		Mark Pike

- 5.1. Monitoring will be carried out by means of annual audit and regular checks made by the CEO in conjunction with Accounting Technician.
- 5.2. This policy is liable to full equality impact assessment annually.

6. Supporting Documents

6.1. This policy should be read in conjunction with the following policies and procedures.

- o Business Plan
- o Equality & Diversity Policy
- o Equal opportunities policy for learning
- o Health and Safety Policy
- o Quality Policy

Policy signed by CEO: *Mark Pike* Date: 01/12/2015

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