

Saada

Smaller Authorities' Audit Appointments

Grants Policy

16 Oct 2024

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Grants Policy

1. Introduction

- 1.1. A grant is any payment made by SAAA to an organisation for a specific purpose that supports the delivery of SAAA's strategic plan.

2. Policy

- 2.1. SAAA awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to support the delivery of SAAA's vision:

Correct completion and publication of the Annual Governance and Accountability Return enables communities to hold their local councils and other local bodies to account.

Every Smaller Authority has access to a competent external auditor, and to the information and support they need to meet audit requirements.

SAAA is a well-run and effective organisation.

- 2.2. SAAA will have due regard to any legal restrictions on the funding of grants, referring where necessary to its legal advisor where uncertainty exists.
- 2.3. SAAA will NOT award grants to:
 - 2.3.1. Private individuals;
 - 2.3.2. Political parties;
 - 2.3.3. Religious organisations: unless for a purpose which does not discriminate on grounds of belief.
- 2.4. SAAA will not normally provide grants for purposes for which there is a statutory duty upon other local or central government departments to fund or provide.
- 2.5. This list is not exclusive and may be added to at the organisation's discretion.
- 2.6. Grant applications will be accepted throughout the year; however, any applications received after March 1st may be carried over to the next financial year.
- 2.7. Grants will not be made retrospectively.

3. Application Procedure

- 3.1. All applications for funding grants must be made in writing to the Chief Executive. Applications can be made by email to admin@saaa.co.uk. There is no formal application form and applicants are encouraged to have an informal discussion with the CEO about their application before they apply.
- 3.2. SAAA may, if it sees fit, request the following information from organisations applying for grants;
 - 3.2.1. Copies of their last year end accounts (if appropriate),
 - 3.2.2. Details of any restrictions placed on who can use/access their services.

4. Assessment Procedure

- 4.1. All grant applications will be considered at the next Board Meeting after they are received. Each application will be assessed on its own merits.
- 4.2. SAAA may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The organisation reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of SAAA.

5. Successful Applications

- 5.1. A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to SAAA. SAAA may request proof of expenditure.
- 5.2. Organisations receiving grants are required to advise their users/members that the grant has been received from SAAA.