

**financial governance**  
**2019**

The following checks and balances will be in place to ensure that the fund is governed appropriately and the potential for financial mismanagement is kept to a minimum.

## **Application process**

The following key information is provided by the applicant:

- Registered address and contact details for the applying organisation.
- Charity number if applicable.
- Confirmation that the group/organisation is properly constituted.
- Bank account details.
- The names and contact details of at least 3 members of the group/organisation who are aware that the application has been submitted.
- A declaration that the person signing the form is duly authorised to submit the application and that, to the best of his/her knowledge and belief, all answers to the questions are true and accurate.

## **Assessment process**

A panel will review all of the information submitted and undertake due diligence on the applying organisation. The assessment will include background checks on the applying group / organisation. The checks involved in the assessment process are proven to be very effective at identifying issues and risks.

If the assessment of an application identifies issues or concerns, depending on the severity, the application would either not be recommended for support or would be given a 'qualified' recommendation highlighting the concerns identified.

The panel will consist of members from SUEZ recycling and recovery UK, Doncaster Council and Doncaster Free Press.

## Funding awards

When the funding decisions are made the successful applicants will be sent a provisional offer of funding with a Grant Acceptance Agreement enclosed. The provisional offer of funding will be conditional on the applying group / organisation accepting the funding terms outlined in the Grant Acceptance Agreement. The Grant Acceptance Agreement will commit the applying group/organisation to:

- Only spending the funding on the items detailed in the application form.
- Returning any unspent funds to SUEZ.
- Keeping receipts / invoices to evidence what the funding was spent on.
- Submitting a completion report on conclusion of the project which should contain photographic evidence of the project / activity undertaken.
- The Grant Acceptance Agreement will need to be signed by two members of the group / organisation.

## Issuing of funding

Once the signed Grant Acceptance Agreement has been received, SUEZ will release the funding in full to the successful group / organisation by cheque or bank transfer into the group / organisation's bank account.

## Monitoring of projects

If a project fails to make a quarterly update, fails to return a satisfactory completion report or fails to demonstrate that the money was spent on the agreed items, SUEZ will, in the first instance, write to the group / organisation reminding them of their responsibilities in the Grant Acceptance Agreement.

If this fails, SUEZ will make efforts to recover the funding.

Given the number of checks and balances in place, the likelihood of needing to seek recovery of funding is considered very slim.

***The Doncaster Environment Fund is funded and managed by SUEZ Recycling and Recovery UK Ltd.***