

EF1 Bid Monitoring Form

Guidance notes for completion

Guidance Notes Ver 1.7 (May 2008)

1. Introduction

This document seeks to provide information on and assist Officers in the completion of the EF1 Bid Monitoring Form.

The External Funding Unit is required to accurately, track, monitor, report and evaluate bidding activity within KCC in a co-ordinated, effective and efficient way. The purpose of the EF1 Bid Monitoring Form is to enable the unit to manage and maintain an intelligence database that holds comprehensive and accurate information detailing all bidding activity for externally funded projects.

2. What is 'External Funding'?

External Funding can be defined as identifying and securing additional resources other than those normally provided by Central Government to enable KCC to deliver its aims and objectives.

Potential sources of external funding include resources from Lottery distributors, Government Agencies, the European Commission, the private sector, Charitable Trusts and Foundations, sponsorship deals, joint venture activities, Public Finance Initiatives, landfill tax, through development contributions and contracts to deliver organisational objectives.

3. Examples of organisations who currently provide External Funding: (This is not a definitive list – if in doubt please contact the External Funding Unit)

Central Government Departments:-

- Dept. for Education & Skills (DES)
- Dept. of Trade & Industry (DTI)
- Home Office
- HM Treasury
- Dept. of Culture, Media & Sport (DCMS)

National Lottery Distributors:-

- Heritage Lottery Fund
- Sport England, UK Sport
- New Opportunities Fund
- Arts Council for England
- The Community Fund

European Initiatives:-

- Objective II
- European Social Fund (ESF)
- Interreg
- Urban
- Leader+

Other:-

- SEEDA - (Single Pot)
- Southern & South East Arts
- Prince's Trust

The following are not classified as external funding: sales, fees and charges, hypothecated funding, consultancy time, fines and staff secondments.



4. Procedures.

Before any Officer within Kent County Council bids for external funding, they **must get prior authorisation** to pursue the funding. To seek authorisation the Project Officer must complete an **EF1 Bid Monitoring Form** and ensure it is authorised by the appropriate Budget Management Group/DMT, etc. Please Note, that in the case of bids from the Children, Families and Education (CFE) Directorate that the EF1 form has to be completed prior to the submission of the bid and authorised by Keith Abbott, Director, Finance & Corporate Services – this applies to any value of bid.

On authorisation the Project Officer can pursue the external funding and a copy of the EF1 Form should be sent to the External Funding Unit. The External Funding Intelligence Database will be updated and this information is then disseminated and reported to Cabinet Members, Chief Officers Group and lead staff.

The External Funding Unit will continue to liaise with the Project Officer where appropriate to offer advice and track the progress of bids, etc. The External Funding Unit **must be notified** of any **changes** of KCC core matched funding allocations to a project or where funding allocations are changed. The new figures must be authorised (as before) and a copy of the updated EF1 sent to the External Funding Unit.

Directorates and Internal Audit may at any time audit the budget managers' accounts to ensure all external funding is properly authorised and that KCC's and the external funders' accounting requirements are being met.

If in doubt about any financial matters then contact your Directorate Principal Accountant.

Once the EF1 form is fully completed and authorised please send to:

**Non Delegated Compliance, CFE Finance, Room 2.53 Sessions House, Maidstone, Kent ME14 1XQ
Tel: 01622 694960**

EFI Bid Monitoring Form - explanatory notes

CONTACT DETAILS - self explanatory

PROJECT DETAILS

Brief description of Project:	A brief description of the project, e.g. sports hall, workshop space, environment improvements, etc.
Location:	Please indicate the District Authority the project is located within.
Prime Beneficiary:	What sector will benefit from this project?
Estimated Start Date:	Self-explanatory.
Completion Date:	Self-explanatory.
Lead Organisation	Self-explanatory
Financial Accountable Body	Who is responsible for the financial management of the project?
Which Towards 2010/Kent Agreement Target(s) does this bid meet?:	Towards 2010 target that the project aligns with? Kent Agreement target that the project aligns with?
Directorate Business Plan Objective ref:	Provide details/reference number of which Directorate Business Planning Objective your project meets.



Evidence of Need:	Why the Authority should pursue this funding: deprivation indicators/anecdotal evidence, etc.
List key policies that support your project and detail how they link:	These should include local, regional and national policies that link and support your project, e.g. Regional Economic Strategy.
What are the Targets/Outcomes & Impact:	Self-explanatory
Exit Strategy/Long Term Financial implications for the Authority:	How do you intend to finance the project at the end of the funding cycle? Long term - will there be efficiency savings, a reduction in the numbers of looked after children, greater multi-agency working, etc.

BID DETAILS

Please complete a separate table for every submitted bid for funding to facilitate the project.

Self-explanatory

FINANCIAL SUMMARY

Detail what arrangements have been made regarding potential sources of income. Also identify to whom you will submit bids and the funding required (year on year). Include capital and revenue costs and any commitments made to the project by KCC, e.g. from base budget funding.

ACCOUNTABILITY STATEMENT

Project Manager:	Project Manager to sign and date to acknowledge receipt of the responsibility and accountability delegated by the Strategic Director under KCC Financial Regulations & Financial Procedures regarding the management of an externally funded project. Also recognising that the information provided in the EF1 will be processed by KCC to assist in the research, analysis, evaluation, monitoring and reporting of external funding activity to all appropriate persons.
Authorisation:	This section needs completing only if KCC are providing core budget matched funding to the project. DMT/Directorate Finance Officers to sign and date this element. The signature authorises KCC commitment to the project shown.

CORPORATE DATABASE

For External Funding Unit use only

APPENDIX A

The aspirations for Kent to be achieved by KCC are set out in the Towards 2010 plan which includes the outcomes of the Kent Agreement. This is the strategic context for the external funding service. Priorities and activities will be focused on achieving targets.

The External Funding Unit

Kent Agreement Targets: The targets covered by the Kent Agreement are as follows:
(If you require further details please refer to The Kent Agreement:)

<http://www.kentpartnership.org.uk/kent-agreement.asp>

Summary of LAA Outcomes		
	Outcome	LPSA Target
Block 1: Children and young people		
1	To promote the physical, emotional, social and intellectual development of young children so they flourish at home and at school	1
2	To significantly improve performance in literacy and numeracy in primary schools	2
3	To improve the education of children in care	3
4	To identify children and young people (aged 0 to18) with emotional and / or psychological difficulties at the earliest possible stage and respond with the most effective support	4
5	To increase attendance in primary schools	5
6	To increase the number of young people who have the skills and vocational qualifications for work	6
7	To improve participation and engagement by all children and young people in youth, cultural and community activities.	
Block 2: Safer and stronger communities		
8	To develop the economic prosperity of Kent	
9	To make Kent a safer place to work, live and travel	15 (part)
10	To reduce crime affecting local communities	15 (part)
11	To reduce the harm caused by illegal drugs, including substantially increasing the number of drug misusing offenders entering treatment through the CJS.	
12	To reassure the public, reducing fear of crime and anti-social behaviour and building confidence in the Criminal Justice System without compromising fairness	15
13	To increase the capacity of local communities so that people are empowered to participate in local decision making and delivery of services.	
14	Cleaner and greener public spaces	14
Block 3: Healthier communities and older people		
15	To promote independence through employment for those who are able to work.	9
16	To promote and improve the health of Kent's residents and reduce health inequalities by addressing variations in health across the County	12
17	To improve Kent residents' access to homes of excellent quality, in the right place, at the right time, and at the right cost	8 (part)
18	To promote independent living for all (LPSA2)	10, 13 (part)