

## Allocating resources

### Commitments for the voluntary and community sector

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Date of audit:

Completed by:

Please give a rating of between 1 and 5 for each of the questions:

- 1 = Poor (currently, this doesn't happen at all)
- 2 = Fair (this has occurred in the past)
- 3 = Good (there are some examples of this happening within my organisation)
- 4 = Very Good (this frequently happens)
- 5 = Excellent (no room for improvement, just carry on the good work!)

14 Contributing to planning		
Ref	Commitment	Rating
14.1	Involve users, beneficiaries, members, volunteers and trustees when designing or reviewing programmes and services	
14.2	Provide feedback to contributors on information that is presented to public sector and on what the outcomes are	
14.3	Be clear about who they are representing, in what capacity, and on what basis they are making that representation	

15 Making applications and bids		
Ref	Commitment	Rating
15.1	Be clear on their reasons for bidding or applying to deliver programmes or services	
15.2	Show that they understand how new funding will impact on their organisation, relate to its mission, and contribute to its income mix	
15.3	Ensure they have a robust and clear understanding of the relevant overhead and associated costs to include when applying for resources	
15.4	Be clear which organisation is the accountable body in partnership or consortia working arrangements	
15.5	Apply Compact principles when sub-contracting to other voluntary and community sector organisations	

<b>16 Agreeing delivery terms</b>		
<b>Ref</b>	<b>Commitment</b>	<b>Rating</b>
16.1	Be clear about the risks associated with delivering programmes and services, and agree delivery terms before a contract or funding agreement is signed	
16.2	Have appropriate governance arrangements in place and ensure that everyone involved understands and agrees to delivery terms	
16.3	Be clear about payment terms and, if appropriate, demonstrate why payment in advance is required	
16.4	Recognise that it is legitimate for funders to ask for public recognition of their funding	
16.5	Have appropriate systems in place to manage and account for finances	

<b>17 Monitoring and reporting</b>		
<b>Ref</b>	<b>Commitment</b>	<b>Rating</b>
17.1	Negotiate monitoring and reporting requirements before a financial agreement is made	
17.2	Recognise that monitoring, both internally and externally, is an element of good management practice	
17.3	Ensure that systems are in place to deliver the reporting required	
17.4	Give early notice to funders of significant changes in management, or financial or other risks	
17.5	Be open and transparent in reporting	

<b>18 When a financial relationship ends</b>		
<b>Ref</b>	<b>Commitment</b>	<b>Rating</b>
18.1	Plan for the end of funding to reduce any potential impact on beneficiaries and the organisation	
18.2	Contribute positively to reviews of programmes or services to inform future practice	

## Areas identified for further action

Ref	Actions to be taken
14.1	
14.2	
14.3	
15.1	
15.2	
15.3	
15.4	
15.5	
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