

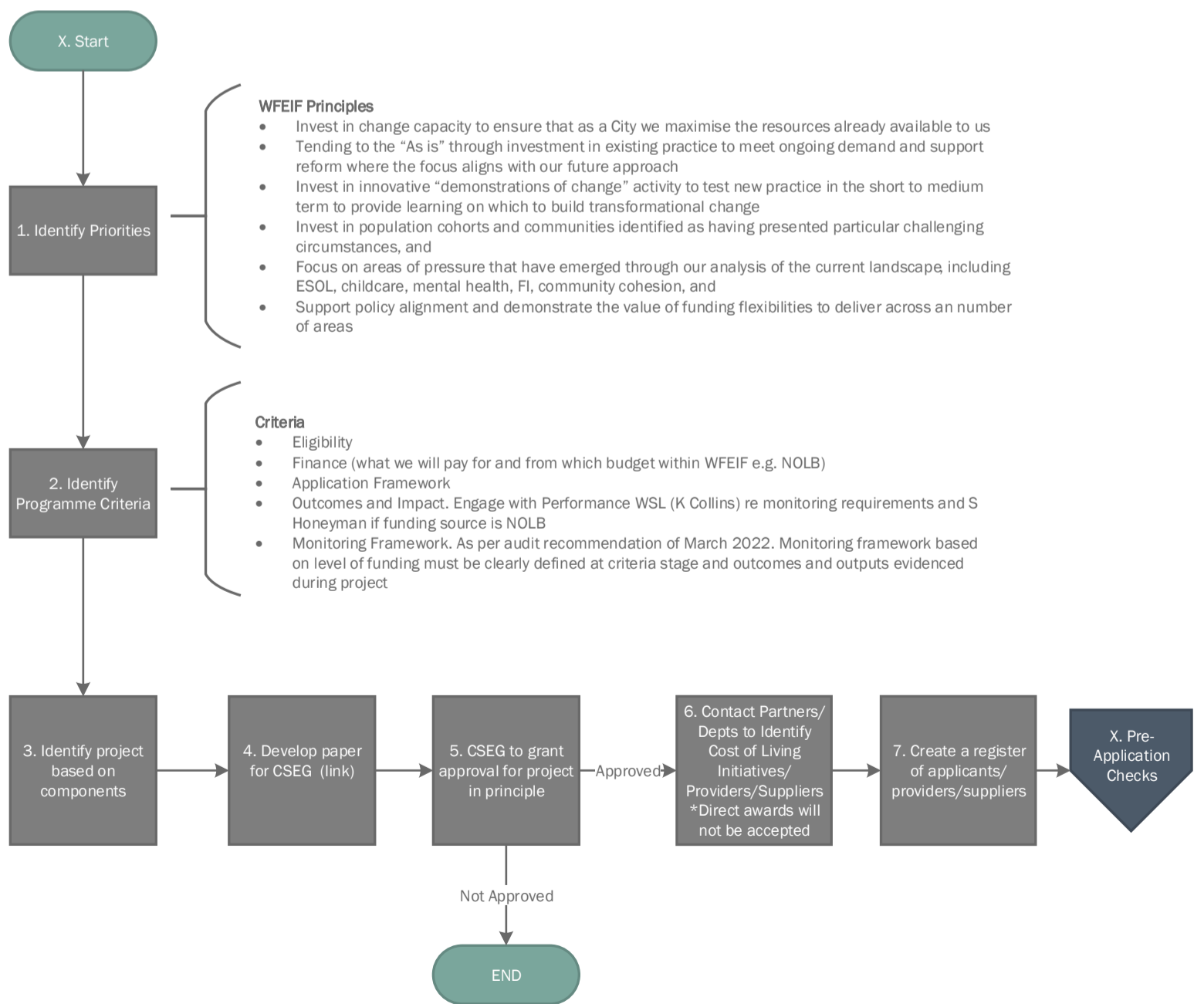
Whole Family Early Intervention Funding Process

Stage 1 – Design and Initiation

Service

Who: Project Lead/Commodity Owner
 How: Utilise WFEIF Integrated Strategic Steering Group checklist

Action	Timescales
Prepare & complete Commodity Owner Checklist	1 week
Develop criteria	1 week
Prepare report for CSEG	1 week
Next CSEG meeting *depending on next available date	4 weeks
Issue offer of funding to providers, allow for responses	4 weeks
On return, set up scoring panel	1 week
Prepare report for CAC *depending on next available, but report needs to be with Deputy Leaders office	6 weeks
1 week before going to Committee Services	1 week
After CAC issue award notice and unsuccessful notices, prepare all documentation for EDRMS	1 week
Total	19 weeks



WFEIF Principles

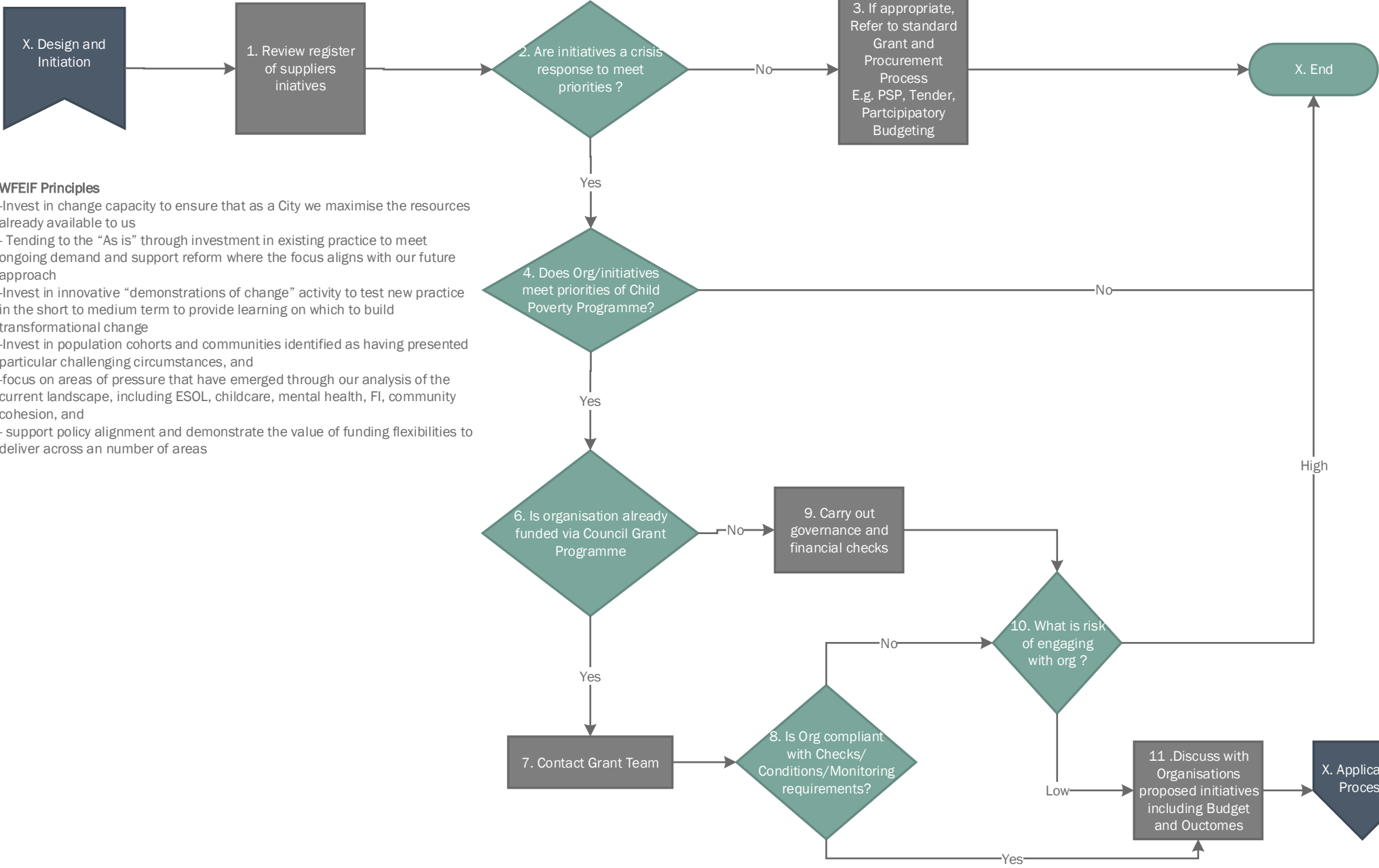
- Invest in change capacity to ensure that as a City we maximise the resources already available to us
- Tending to the "As is" through investment in existing practice to meet ongoing demand and support reform where the focus aligns with our future approach
- Invest in innovative "demonstrations of change" activity to test new practice in the short to medium term to provide learning on which to build transformational change
- Invest in population cohorts and communities identified as having presented particular challenging circumstances, and
- Focus on areas of pressure that have emerged through our analysis of the current landscape, including ESOL, childcare, mental health, FI, community cohesion, and
- Support policy alignment and demonstrate the value of funding flexibilities to deliver across an number of areas

Criteria

- Eligibility
- Finance (what we will pay for and from which budget within WFEIF e.g. NOLB)
- Application Framework
- Outcomes and Impact. Engage with Performance WSL (K Collins) re monitoring requirements and S Honeyman if funding source is NOLB
- Monitoring Framework. As per audit recommendation of March 2022. Monitoring framework based on level of funding must be clearly defined at criteria stage and outcomes and outputs evidenced during project

Stage 2 – Pre- Application Checks

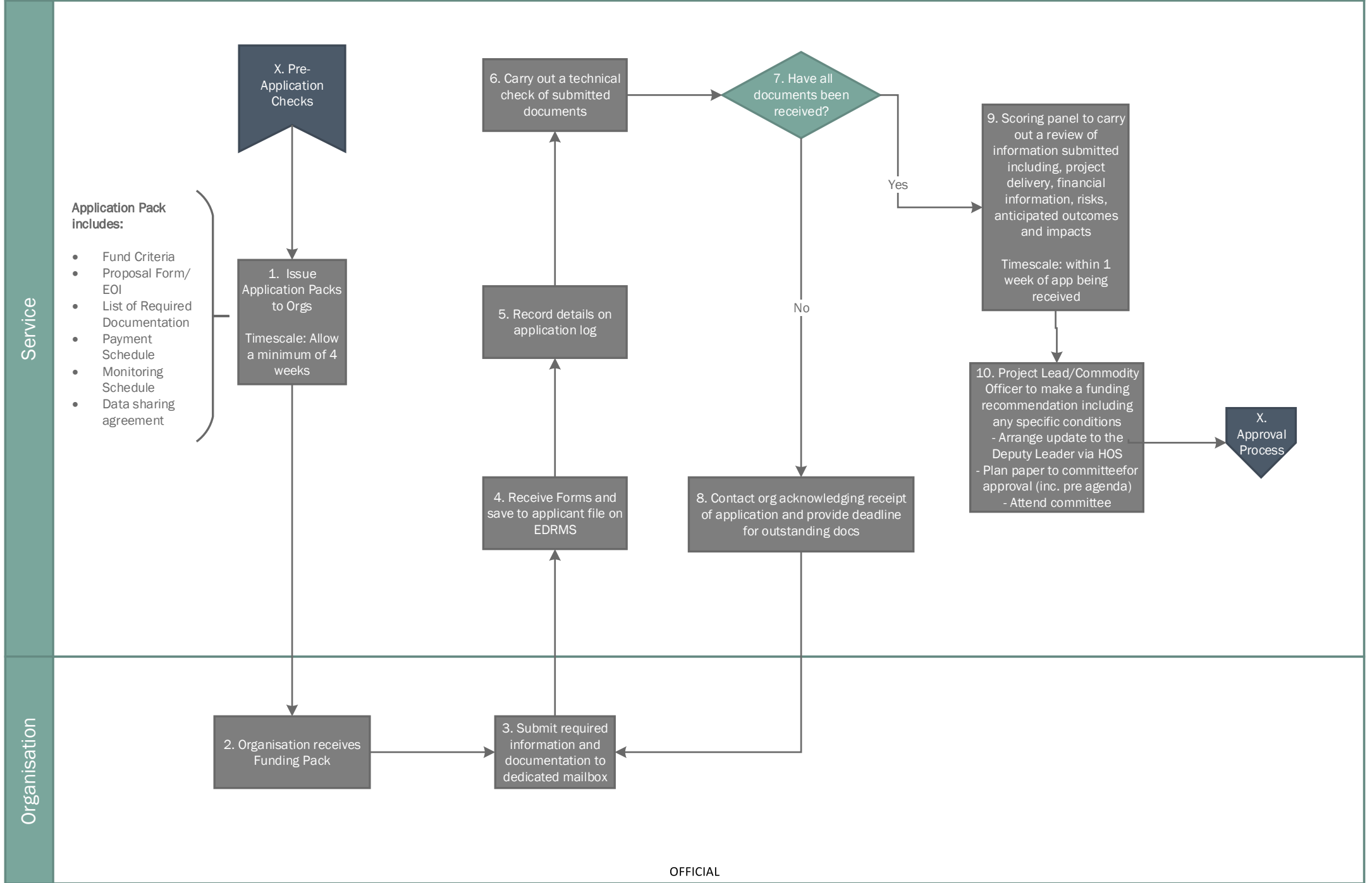
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WFEIF Principles

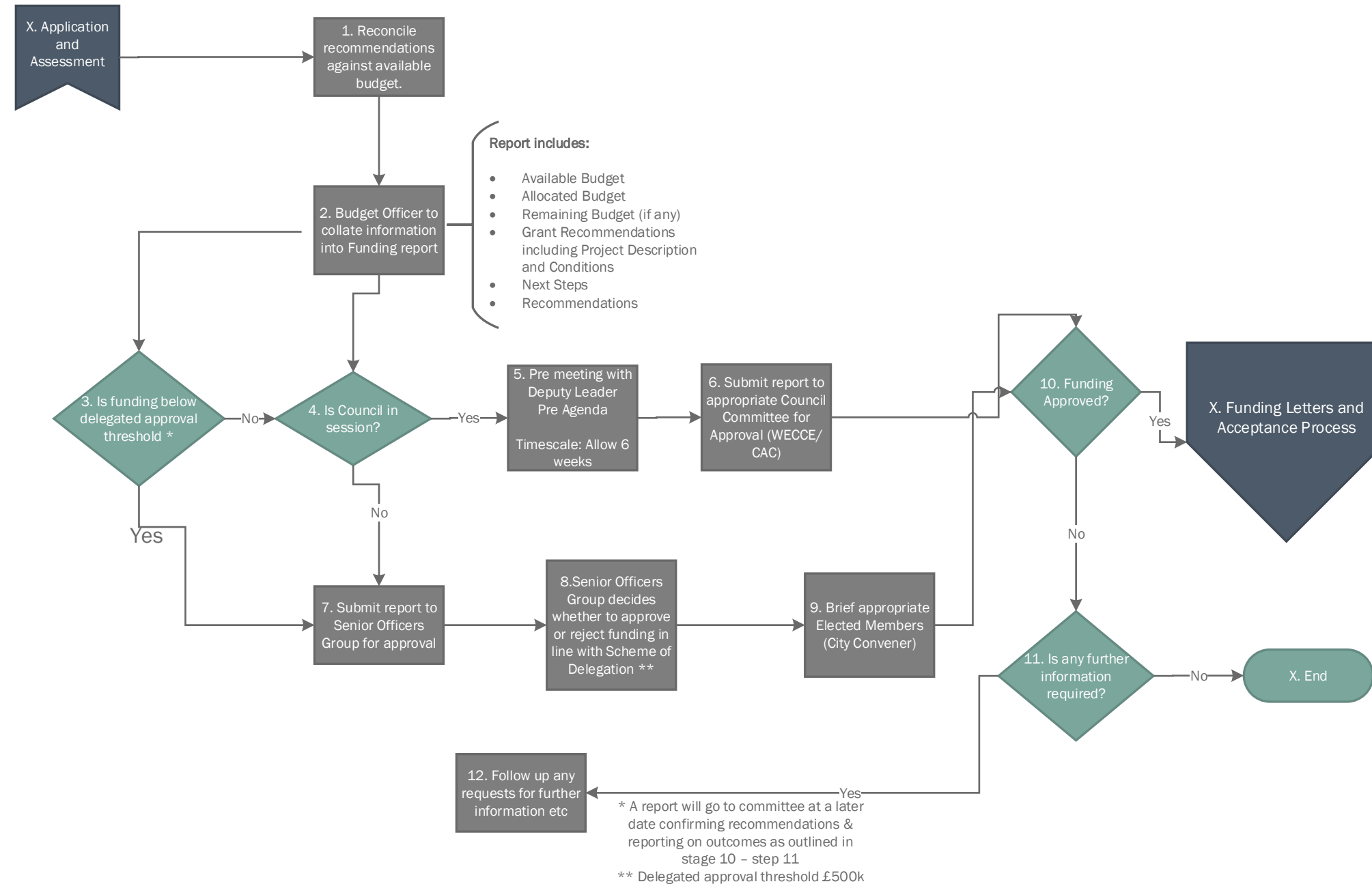
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Stage 3 – Application and Assessment Process



Stage 4 – Approval Process

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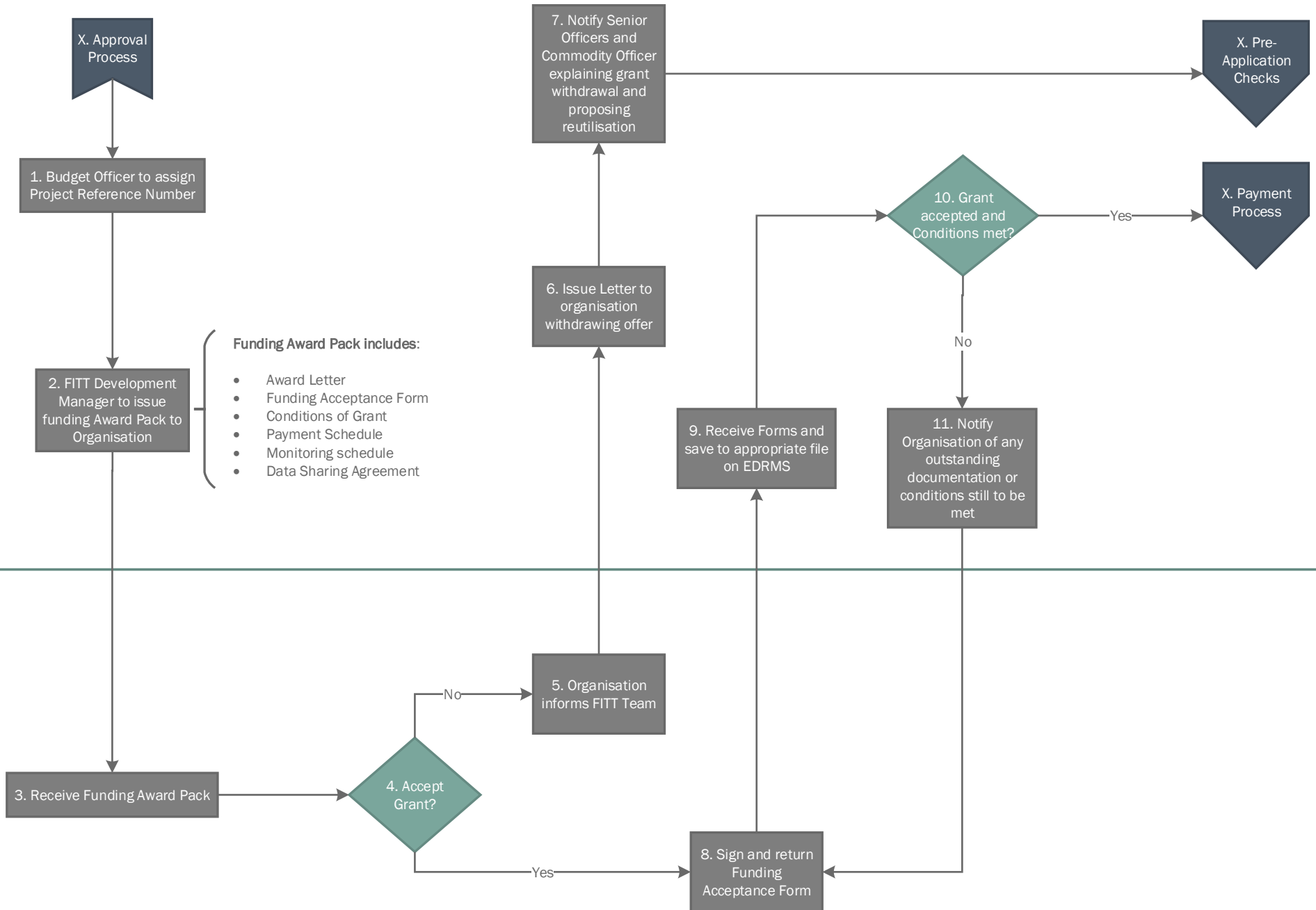
Whole Family Early Intervention Funding Process

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Stage 5 – Funding Letters and Acceptance Process

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Organisation

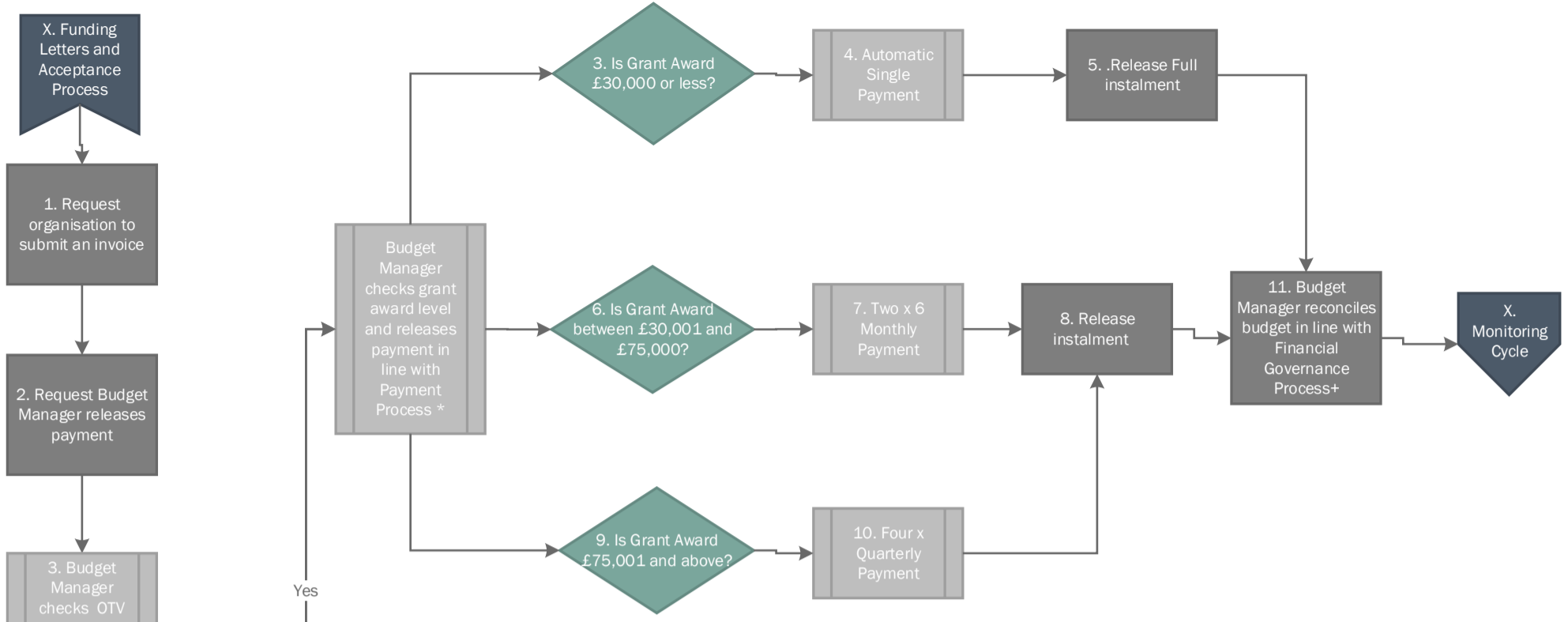


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Whole Family Early Intervention Funding Process

Stage 6 – Payment Process

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***Payment Process**

- **Automatic Single Payment** - Project grants of £30,000 or less will be paid in a single instalment at the start of the new financial year or start date of award.
- **Two x 6 monthly payments** - Project grants of between £30,001 and £75,000 will be paid in two instalments. The first instalment will be paid automatically at the start of the financial year or start date of award, and the second instalment will be paid on submission of an invoice.
- **Quarterly Payment** - Project grants greater than £75,001 will be paid in four instalments. The first instalment will be paid automatically at the start of the financial year or start date of award, with subsequent instalment will be paid on submission of an invoice.

+Financial Governance Process

- Reconciliation carried out against Cost centre Transaction Reports
- Weekly meeting Tackling Poverty Manager
- 4 weekly meetings with Head of Service

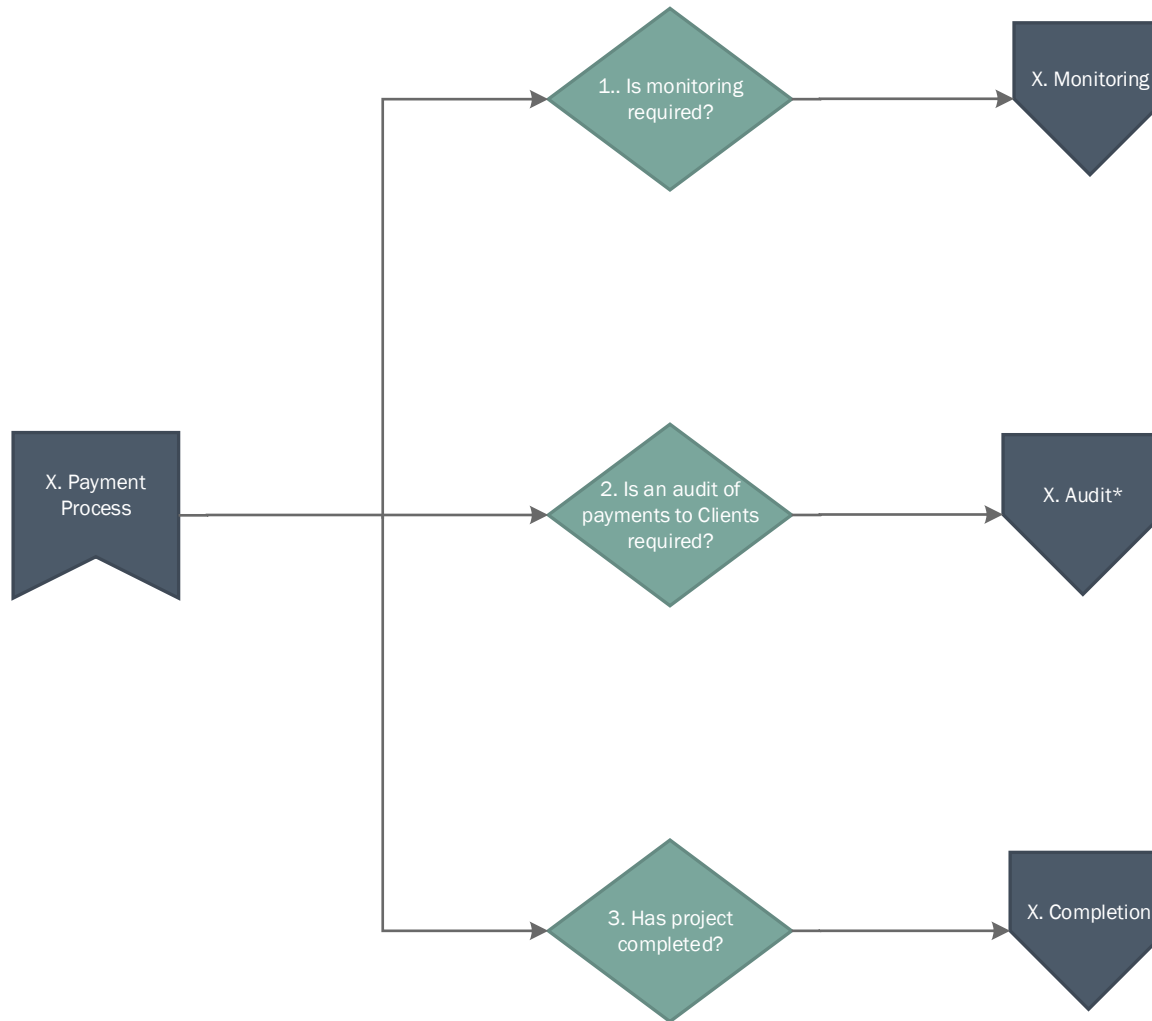
Approval Limits

- Up to £100k: Exec Director of Finance or CE
- £75k to £99.9k: HOS John Sherry
- £30k to £75k: Lesley Haddow
- Up to £30k: G Quinn
 - K Whiteside
 - K Collins
 - A McLinden
 - G Devine
 - G Evans

Whole Family Early Intervention Funding Process

Stage 7 – Monitoring Cycle: Commodity Owner/Project Lead to refer to stage 1.2 and link with performance manager K Collins and S Honeyman regarding NOLB (if required)

Service



*Audit

Only grants awarded to grant recipients that make a cash payment/voucher scheme will be subject to this stage.

Size of audit will be initially be 10% and will take into consideration:

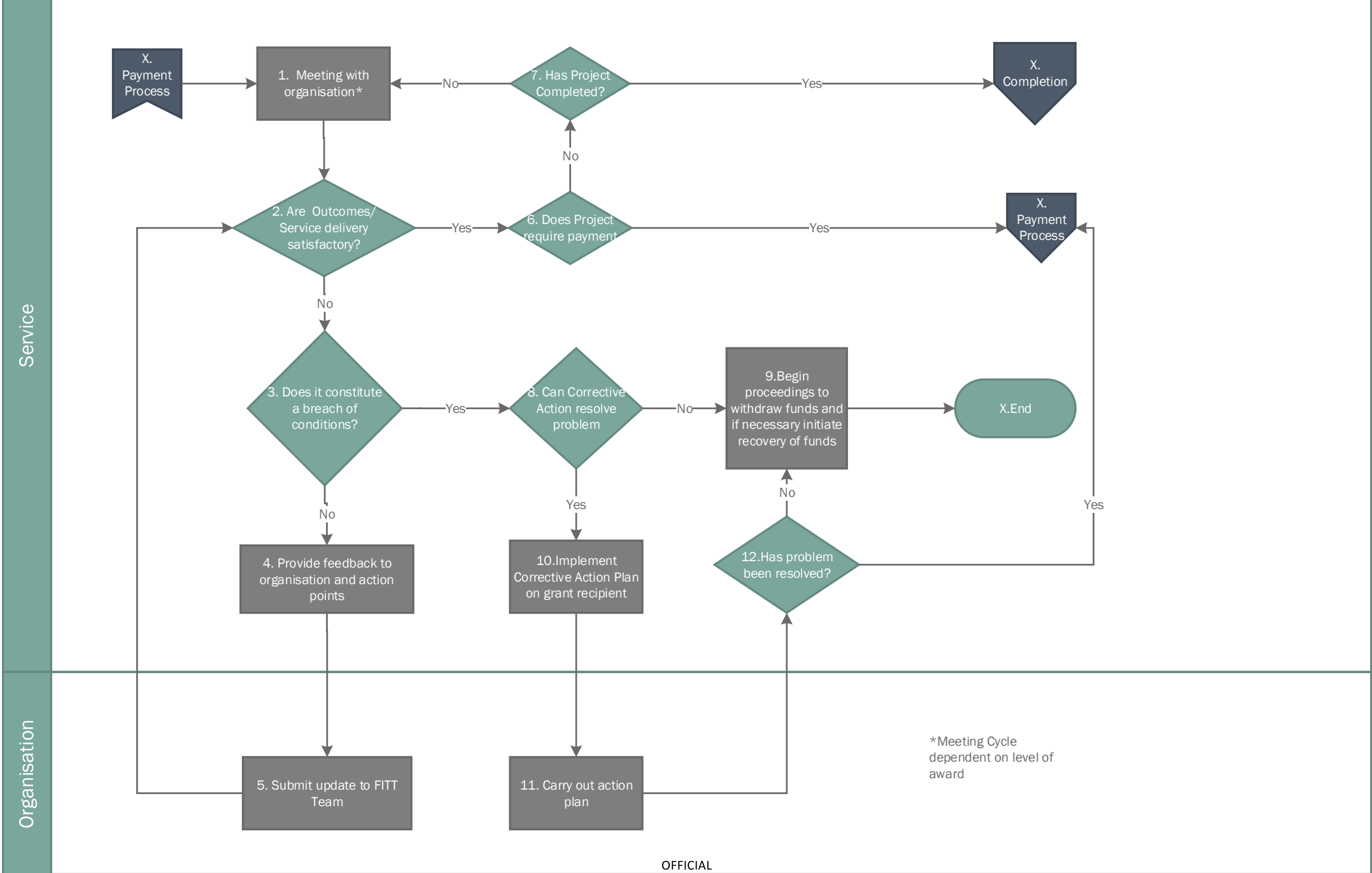
- Frequency of payments
- Value of payments
- Type of organisation
- Status of organisation i.e. new org
- Monitoring information

This will be subject to review through-out the life cycle of the project.

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Stage 8 – Monitoring Process



*Meeting Cycle dependent on level of award

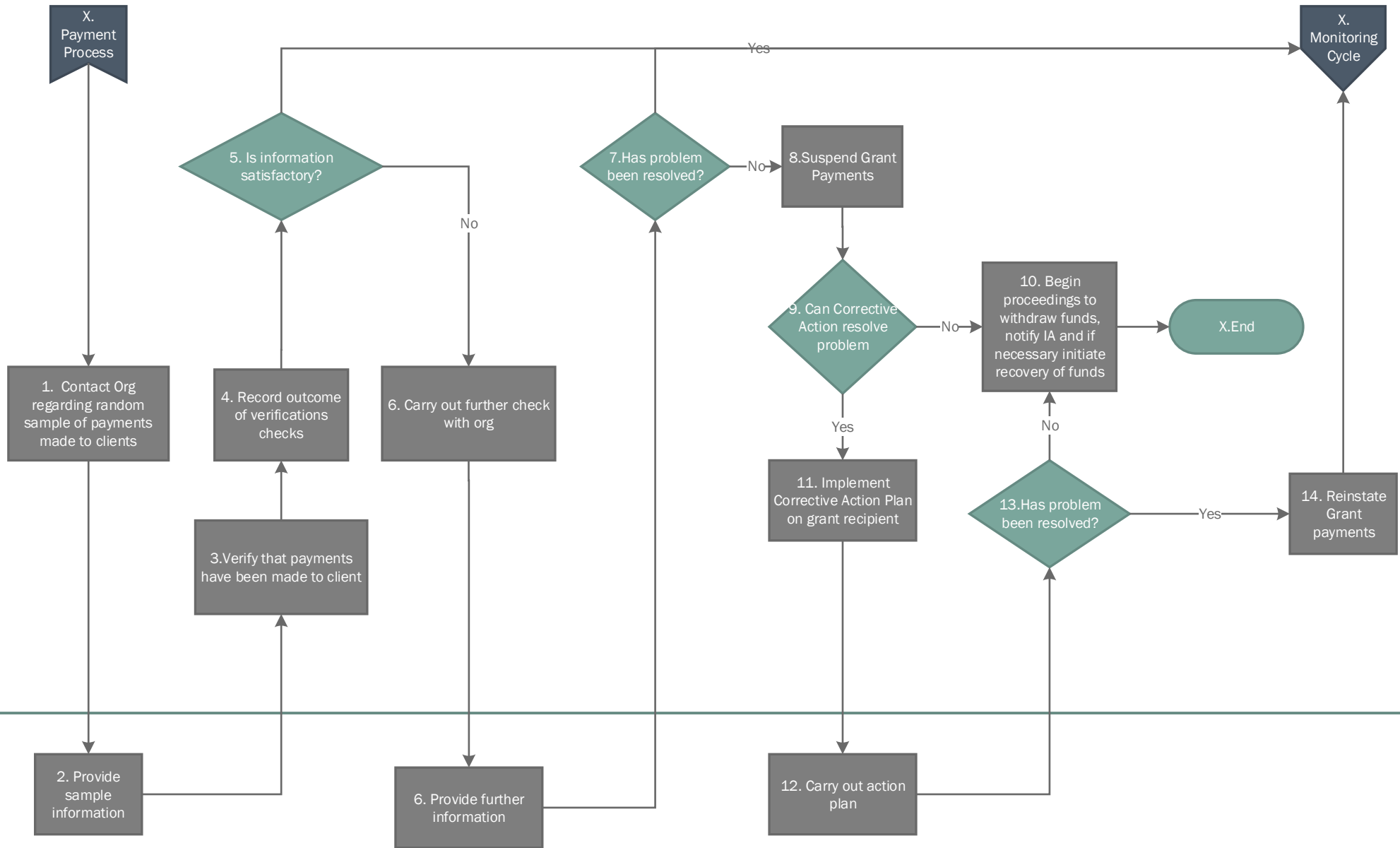
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Stage 9 – Audit of Payment Process (Only applies to stage 7.2 issue of vouchers)

Service

Organisation



Service

Organisation

