

SCC – Lead Local Authority Responsibilities

- To undertake quarterly verification of Spend (min 10%*) and Outputs/Outcomes (no min %) reported by projects
- To undertake quarterly project compliance checks to include: Publicity, Procurement, Subsidy Control, Document Retention
(* SCC reserves the right to vary % as required)



Lead Applicant Responsibilities

- To provide an Annual/End of Project Assurance Statement to SCC
- If Delivery Partner(s) and/or grant payment to End Beneficiary to undertake and report on (via quarterly claim/monitoring return to SCC) verification of Spend (min 10%***) and Outputs/Outcomes (100%)
- If Delivery Partner(s) and/or grant payments to End Beneficiary to undertake and report on (via quarterly claim/monitoring return to SCC) compliance checks to include: Publicity, Procurement, Subsidy Control, Document Retention
- To provide evidence of verification and checks undertaken on Delivery Partner(s) and/or End Beneficiary to SCC



Delivery Partner(s) Responsibilities

- To feed into the Annual/End of Project Assurance Statement
- If making grant payments to End Beneficiary to undertake and report quarterly to Lead Applicant on verification of Spend (min 10%**) and Outputs/Outcomes (100%)
- If making grant payments to End Beneficiary to undertake and report on quarterly compliance checks to include: Publicity, Procurement, Subsidy Control, Document Retention
- To provide evidence of verification and checks undertaken on End Beneficiaries to Lead Applicant



End Beneficiary Responsibilities

- To provide on a quarterly basis evidence of Spend and Output/Outcomes to Lead Applicant or Delivery Partner (subject to contractual relationship)
 - To maintain 100% evidence of Spend and Output/Outcome achievement
 - To ensure compliance with Publicity, Procurement, Subsidy Control, Document Retention

**** Minimum 10% of Spend**

Verification checks undertaken by Lead Applicants (and Delivery Partner(s) where paying grant to End Beneficiaries) must include:

- sampling of transactions from across each approved expenditure heading (budget)
 - a mix of large and small cost items
 - provision of copy invoices and defrayal evidence
- Lead Applicant to ensure where Delivery Partner(s) spend is included within a quarterly claim that sampling of each Delivery Partner included in the claim has been undertaken

Annual/End of Project Assurance Statement to include explanation/summary of:

- How procurement compliance has been managed
- How conflicts of interest have been managed
- The decision-making process for any project change requests submitted
- Controls and checks in place to maintain subsidy control compliance
- Arrangements to support Counter Fraud and details of any fraud or errors identified during the project lifetime
- How risks have been managed
- The financial checks and management of the project budget undertaken
- The checks and management of systems and processes to support the recording and reporting of project outputs and outcomes

SCC will provide the Lead Applicant with an Assurance Statement template for completion.