



Scottish Social
Services Council

Third Party Funding Approval ProForma

This form should be completed to obtain approval for all third party funding proposals.

Grant or Funding title:	
Name of organisation or individual to receive funds:	
Funding award value	£
Funding period(s) (include details of any intention for funding to cover more than one financial year)	
Source of funding	
Purpose of funding	
Links to SSSC Strategic Objectives	
Required Outcomes	
Proposed monitoring arrangements	
SSSC Funding Agreement Monitoring Officer	Name: Job Title:

Risk Assessment	
Does the SSSC have the legal powers necessary to provide this funding (SSSC Solicitor to confirm)	
For proposals under £20k please confirm that a basic risk assessment been carried out in accordance with the third party funding guidance (section 2) Give details of any risks arising from the risk assessment:	Name: Job Title:
OR: For proposals above £20k please confirm that a formal risk assessment been carried out and is documented in accordance with the third party funding guidance (section 2) Give details of any risks arising from the risk assessment:	Name: Job Title:

Please attach the draft funding agreement as an appendix to this approval proforma.

The funding agreement should detail the following:

- Purpose of funding
- Targets and timescales
- Values and duration of funding
- Specific conditions
- Financial regime
- Accounting, reporting and audit requirements
- Financial and performance monitoring requirements
- Arrangements for dispute resolution and termination of funding agreement

The SSSC Solicitor will advise and support development of the funding agreement in accordance with the SSSC's third party funding guidelines.

EMT Approval

Pass this form along with the draft funding agreement for approval by EMT.

EMT approval date (meeting date or email approval date)

Sponsor Approval

Once EMT approval has been secured please pass this document and the draft grant agreement to the Finance Accounting Team who will request Sponsor approval in accordance with section 50 of the Executive Framework.

Final Steps:

Once EMT and Sponsor approval are secured the grant agreement can be signed by both parties.

Please pass a copy of the signed grant agreement to the finance accounting team who will arrange for payment of the grant.

Finance Accounting Team actions:

Retain copies of EMT and Sponsor approval
Retain grant agreement
Record grant on grants register
Report grant payment to Committee
Set up supplier
Arrange payment