**Principle**

Grants are an integral part of Little Buds Playgroup that supports the overall development of the setting and is an integral part of its financial planning. Grants enable Little Buds Playgroup to provide additional learning opportunities and new experiences for the children in our care and enhance sustainability for the setting.

**Policy**

Income raised form grants/funders should be handled in the same manner as all income sources.

**Procedure**

Those with delegated authority are expected to ensure:

* A log of receipts is kept.
* Money is lodged accordingly.
* All relevant documentation is filed accordingly, ie a copy of the application (whether successful or not), letter of offer, evaluation/monitoring forms.
* Communication with the funder is maintained as required.
* Records are kept up to date for end of year accounts.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Playgroup management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..

Date: ……………………... Signed: …………………………………………..