

Financial Management Support – TF07

Owner: ILF Scotland

Subject: Support to Manage a Grant

Version: 1.0

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Next Review: March 2018

1. Background

It is ILF Scotland's preferred position to pay grants directly into the bank account of the recipient. This may not always be practical or desirable for recipients.

Some recipients may be unable to hold a bank account or may feel unable to manage their grant. Some recipients may prefer to have a family member or representative assist them with their financial affairs.

Others may prefer a professional organisation to manage their grant. Organisations providing this financial management support generally charge for their service.

2. Policy

Where a recipient requests that their grant is paid to a third-party for financial management purposes, ILF Scotland can include within the grant an amount to cover the cost of this service. The service will normally include operating a bank account, on the recipient's behalf and/or receiving ILF Transition Fund grant money into a general/shared account and managing it on the recipient's behalf and paying any relevant invoices.

Where a request is made to pay for a private individual to supply financial management support to a grant recipient, this may be agreed. ILF Scotland will consider the level of support that will be provided and will seek to ensure that the provider can maintain and provide the recipient and ILF Scotland with relevant receipts and records.

The normal maximum fee that ILF Scotland will pay for this financial management service is £12 per week. Where an organisation or individual charges less than this, the lower

amount should be included in an application to the ILF Transition Fund. Where a recipient requests that an amount greater than £12 is paid and a reasonable explanation is given as to why a higher cost should be met, the ILF Scotland Senior Management Team may agree to this. Any such decision will be noted on the recipient's records.

ILF Scotland will not normally pay for financial management support provided by a relative who lives in the same household.

Financial management support should not be confused with a payroll service. Payroll is a different service and ILF Scotland has a separate policy to deal with this. See policy TF09 Employment Support.