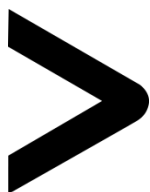


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Accountable Body/Fundholder

What does an accountable body do?

An accountable body generally takes responsibility for the legal and financial management of a grant given to a particular project. The accountable body will receive the funding from the Neighbourhood Planning programme, will hold and administer grant funds on behalf of unincorporated Neighbourhood forums, and are legally responsible for the proper use and management of those funds.

These notes are a brief summary of what is expected from an accountable body working with a Neighbourhood Planning project – they are meant for guidance only.

What is required from an accountable body?

- The accountable body must be solvent and have proven competence and experience in administration and financial management.
- It must be a legal entity
- Must have effective systems of management to deliver projects.
- Be able to monitor project performance.
- Must be incorporated

Who can act as an accountable body?

Any legal entity that meets the above requirements.

For example, these may be:

- Principle Authorities
- Incorporated Charities
- CICs
- CIOs

We will check the incorporated status of the accountable body during our due diligence by taking information from Companies House, Charity Commission or Mutuals public register. We may also ask for governance documents.

What is the accountable body responsible for?

The accountable body will act as a trustee of Groundwork UK and will hold any grant monies it receives from Groundwork UK and will act on instructions given by the

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group delivering the project (or the grant recipients) as long as they are in line with the Grant Offer.

- The accountable body needs to ensure that all payments from the grant monies are permitted expenditures and are in accordance with project specification and grant offer.
- The accountable body will return any grant that is not spent to Groundwork UK
- The accountable body must keep money from the Neighbourhood Planning grant in a bank account that has at least two authorised signatories - from which the money should not be moved or converted to cash.
- The accountable body **must not** transfer the money to any other organisation (including Neighbourhood Forums) without written consent from Groundwork UK.
- The accountable body is responsible for ensuring the grant recipients are using the grant monies in accordance with the Grant Offer and should also report any failures in observing the Grant Offer to Groundwork UK as soon as they become aware of a breach.
- All accountable bodies will be requested to sign up to acknowledge the full Terms & Conditions of the grant via the online due diligence form.
- The accountable body will allow Groundwork UK staff access to all files/records of the project to which they are the accountable body, if a full audit is required.