



GRANT & PUBLIC FUNDS POLICY

1. Purpose

This policy sets out how Viper Productions Limited, in partnership with charities, CICs, SEND schools, and Inclusive Arts Management CIC, will responsibly manage, distribute, and report on public funds and grants. It provides funders with confidence that their investment will be handled with integrity, transparency, and impact-focused accountability, and that all activities are inclusive and ethically managed by industry professionals.

2. Guiding Principles

We are committed to ensuring that all grants and public funds are:

- **Used responsibly** for their intended purpose
- **Allocated fairly** across projects and partners
- **Accounted for transparently**, with robust financial monitoring and reporting
- **Aligned with funder priorities**, community needs, and our mission of inclusion within the creative sector
- **Delivering measurable outcomes** that benefit participants, especially those from underrepresented and SEND communities
- **Ethically managed**, with respect for people, the environment, and good governance practices

3. Scope

This policy applies to:

- Viper Productions' programmes, productions, and community arts initiatives
- Projects delivered in partnership with charities, CICs, SEND schools, and Inclusive Arts Management CIC
- All staff, trustees, contractors, and volunteers involved in the management of public or charitable funds

4. Responsibilities

- **Board of Directors / Trustees:** Oversight of all grant funding, ensuring compliance, risk management, and accountability
- **CEO / Project Leads:** Day-to-day responsibility for managing budgets, monitoring delivery, safeguarding participants, ensuring grant conditions are met, maintaining transparent records, reporting progress to the board and funders, and driving project outcomes to achieve maximum impact
- **Finance Officer / External Accountant:** Maintenance of accurate financial records, reconciliation of accounts, and preparation of reports for funders
- **Delivery Partners (Charities, CICs, SEND schools):** Commitment to use funds in line with agreed objectives, provide monitoring information, and comply with safeguarding and inclusion standards

5. Financial Management & Transparency

- Separate budget codes will be used for each grant/project
- All transactions will be recorded, monitored, and audited
- Financial reports will be shared internally and with funders as required
- Underspend, overspend, or project changes will be reported to funders
- Public funds will not be used for personal gain, political activity, or non-project-related expenses
- Competitive procurement practices will be applied to maximise value for money for each project

6. Partnership Approach

When working with charities, CICs, SEND schools, community organisations and Inclusive Arts Management CIC:

- Clear partnership agreements will set out roles, responsibilities, and budget allocations for each project
- Co-design of projects will actively ensure inclusivity, accessibility, meaningful participation, and shared accountability among all stakeholders
- Funding will be distributed fairly, transparently, and responsibly, in line with agreed budgets, funder requirements, and organisational policies, ensuring accountability, proper monitoring, and optimal impact for all participants
- Monitoring and evaluation data will be collected collaboratively to measure impact across all partners

7. Inclusion, Accessibility & EDI

- All funded projects will be designed to be accessible to people with disabilities, SEND individuals, and underrepresented groups
- Reasonable adjustments will be built into budgets and delivery models
- Feedback will be actively sought from participants to improve accessibility and inclusion
- Recruitment, leadership, and programming will reflect a commitment to equality, diversity, and inclusion (EDI)

8. Risk Management & Safeguarding

- Projects will be assessed for financial, reputational, and operational risks
- Safeguarding policies are in place to protect children, young people, and vulnerable adults
- Staff and volunteers working with participants are DBS-checked and trained in safeguarding procedures
- Clear reporting and escalation procedures are in place for any incidents or concerns that may arise

9. Ethical & Environmental Responsibility

- Public funds will be managed in line with ethical standards, ensuring fair pay, transparent processes, and integrity in all decisions
- Environmental sustainability will be considered in programme delivery, production, travel, and materials wherever possible

10. Conflict of Interest

- Any actual or perceived conflicts of interest will be declared, documented, and managed to ensure impartial decision-making
- Trustees, staff, and partners are required to act in the best interests of the project and funders at all times

11. Monitoring, Evaluation & Reporting

- Each project will have clear outputs, outcomes, and impact measures agreed with funders and partners
- Regular monitoring reports will track progress against objectives
- Independent evaluation or case studies may be used to demonstrate impact
- Funders will be kept informed of successes, challenges, and lessons learned
- Where appropriate, project outcomes will also be reported publicly to the community and participants

12. Compliance

Viper Productions and Inclusive Arts Management CIC commit to:

- Meeting all legal, regulatory, and contractual obligations relating to grant funding, while maintaining full transparency, robust record-keeping, and timely reporting to ensure compliance and accountability throughout the project lifecycle
- Adhering to Charity Commission and CIC Regulator standards
- Maintaining safeguarding, data protection, and health & safety policies to protect all participants

13. Review & Accountability

- This policy will be reviewed annually by the Board of Directors, with updates made as necessary to reflect changes in legislation, best practice, organisational priorities, and feedback from stakeholders
- Funders, partners, and stakeholders will be notified of any material changes
- Breaches of this policy will be investigated promptly, thoroughly, and impartially, with appropriate corrective action taken

Reviewed by: Karl Hughes

Role: Chief Executive Officer

Date: 24/09/2025