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## Policy for Grants Monitoring Reports

Date: 03 October 2017

### Purpose

To set out the principles for overdue monitoring reports, including escalation. In our Grants monitoring policy we say that “We will ensure that grantee reports are received on a timely basis, in accordance with the Grant Monitoring Processes.” Our purpose of grants monitoring is to ensure that grants have been used for the purpose they were given and to collect evidence on outputs, outcomes and impact.

### Scope

Monitoring reports for grants awarded by the Foundation.

### Our policy

- The requirement to submit monitoring reports shall be included in all our grant contracts, including their frequency. We will include this policy in grant contracts as an appendix.
- We will require each monitoring report to be submitted by the deadline stated in the contract. We will expect Final reports to be submitted three (3) months after the end date of the grant.
- We will not accept reports that are submitted incomplete and will return them specifying what is needed and giving a deadline for resubmission. We may terminate the contract if a report is not resubmitted complete within 30 days of being returned.
- We will allow grant holders, before the deadline which is stated in the contract, to request an extension and if we agree it we will confirm the new deadline in writing. If the new deadline is not met, we will consider the report to be overdue from the date of the new deadline.
- If a grant holder has not requested an extension, or that extension has not been agreed, we will consider the report to be overdue from the date of the original deadline.
- If an overdue report is submitted three (3) months or more after the deadline, we reserve the right to terminate the contract and bar the grant holder, ie the legal entity with whom we are contracted, from submitting further applications for grant funding, including for any projects or calls by partners funded by the Foundation. This bar will endure for a period of 12 months after the report is submitted. This includes when no further payments are due.
- We will allow grant holders to appeal against a bar and that appeal must be made within 30 days of the bar being imposed.

### Review of this policy

We will review this policy annually and make revisions as necessary.