

## 10. Training

*All those involved in the development and administration of grants **should undertake core training** in grant management best practice.*

### Managing Public Money:

1. Departments' primary concern when administering grants is to have due regard to the guidance set out in Managing Public Money; nothing in this document is intended to contradict or override that guidance.
2. This functional standard is not intended to be an additional spending control; departments retain accountability for decisions on all grant expenditure.

### Important note on scope:

3. This functional standard applies only to **general grants** made by departments and their Arm's Length Bodies (ALBs) using Exchequer funding.
4. It does not apply to **formula grants** or **Grant-in-Aid**.
5. The term 'general grants' is broadly defined below, to assist identification:

**General Grants:** grants made by departments or their grant making ALBs to outside bodies to reimburse expenditure on agreed items or functions, and often paid only on statutory conditions. These are the grants, which are most closely related in administration to contract procurement, whilst remaining legally distinct.

### Why?

6. This Standard is intended to ensure that those who are new to grant management are given the appropriate level of support and training to undertake their role effectively, which includes knowledge of applicable guidance. There is no centrally set training programme, departments and their ALBs will decide on the level of training appropriate, based on levels of knowledge and existing experience.

**Note:** basic training for grant makers will be provided on Civil Service Learning in 2018:

<https://civilservicelearning.civilservice.gov.uk/>

## Government Functional Standard for General Grants Guidance

7. Departments and ALBs are free to use internal training products, or to take advantage of those provided via the grants hub (see below). Where an individual involved in grant making is already qualified via one of the professions, for example, finance, commercial or audit, they would be deemed to meet this standard without a requirement for further training – although training may be advantageous for those who have not had direct experience of grant making.

### Grants Hub and CoE: training products

8. The Grants Management Function in the Cabinet Office have developed a suite of training products, in collaboration with grant makers in government departments. These can be found on the Centre of Excellence, accessed via the [Grants Hub](#) or [OneFinance](#). Please note, you will need to register to access the grants hub.
9. The 'Grants Hub' also includes products and guidance, which represent the cross-government picture in terms of best practice in grants administration. Training for grant makers will also be provided on Civil Service Learning:

<https://civilservicelearning.civilservice.gov.uk/>

10. The minimum expectation under this standard is as follows:
  - all grant makers should be registered on the 'Grants Hub' to provide them with access to the data on the Government Grants Information System (GGIS) and the best practice and training materials on the Grants Centre of Excellence (CoE);
  - all new grant makers are provided with access to and given time to complete training, via internal departmental resources, or via the 'Grants Hub' and/ or Civil Service Learning (CSL);
  - all new grant makers must undertake basic awareness training; and
  - departments to consider introducing a process for matching new and inexperienced grant makers with a 'buddy' who will be a colleague who is an experienced grant maker.

### Guidance on Training

11. This standard is intended to ensure that those who are new to grant management, or seeking to refresh their skills, are given the appropriate level of support and training to undertake their role effectively. This includes knowledge of applicable guidance and best practice.
12. There is no centrally set training programme, but an eLearning module, 'An Introduction to Grant Management Best Practice', developed by the Cabinet Office Grants Management Function, will be available on Civil Service Learning. By the end of this 60-minute eLearning package the learner will be able to:
  - understand key stages of the grant management process and how to observe best practice;

## **Government Functional Standard for General Grants Guidance**

- understand key roles and who to consult;
- gain knowledge of where to find further guidance and support; and
- understand how to apply the Government Functional Standard for General Grants.

13. Whilst this satisfies the criteria to meet standard 10, departments and their ALBs should decide on the level of training appropriate, based on existing experience and the depth of expertise required for the role.

14. Departments and ALBs are free to use internal training products, or to take advantage of those provided via the Grants Hub (see below). Where an individual involved in grant making is already qualified via one of the professions, for example, finance, commercial or audit, they would be deemed to meet this standard without a requirement for further training – although training may be advantageous for those who have not had direct experience of grant making.

### **Grants Hub: training products**

15. The Grants Management Function in the Cabinet Office have developed a suite of training products which cover, for example, identifying and managing fraud and error in grants and performance management. These can be found on the 'Grants Hub', which can be accessed here:

<https://grantshub.civilservice.gov.uk/DataSolutionLogin>

16. The 'Grants Hub' also includes templates and guidance to support best practice in grants administration.