



Llywodraeth Cymru  
Welsh Government

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# Guidance on Notification Events

The Welsh Government is committed to awarding grant funding to organisations to deliver its policies, where value for money is demonstrated. Awarding grant funding to organisations both initiates and sustains significant economic and social activity and provides specific services for the Welsh public.

Once grant funding has been awarded, the Welsh Government has a vested interest in ensuring that all funded bodies continue to deliver on their commitments. Consequently all funded bodies must inform the Welsh Government if specific events occur or are likely to occur; these events are defined as Notification Events in the award letter that the funded body has agreed to.

The circumstances of most notification events are such that they can be resolved easily and simply once the Welsh Government is aware of their occurrence or potential occurrence. Officials will work willingly and co-operatively with a funded body to find an appropriate way forward and will offer help and support. This endeavours to allow the grant activity to proceed (perhaps with modifications) and it seldom results in funding being withdrawn.

However, where the Welsh Government is not informed that a notification event has occurred or is likely to occur, or the funded body is unhelpful in implementing corrective measures, officials will undertake a rigorous investigation which could result in the grant activity being forced to cease and funding being withdrawn, or even recovered. **The importance of funded bodies informing the Welsh Government immediately of any Notification Event cannot be over-emphasised.**

## What funded bodies need to do

As a funded body, you are responsible for notifying the Welsh Government immediately a Notification Event occurs, or is likely to occur, in line with the process detailed in "How to notify the Welsh Government", below. Although Notification Events will be specific to each individual award and detailed in the award documentation, they will generally include the following:

- Any risk that you will not continue to operate or will cease to carry on all or a substantial part of your business or any risk that could adversely affect your ability to perform and comply with the conditions of the award;
- Any changes to your constitution, status, control, ownership, shareholders, directors, trustees or partners or if your Auditor resigns;
- Any changes to your power or ability to undertake the funded activity or comply with the conditions of the award.

## How to notify the Welsh Government

You can make the initial notification via a phone call to the Welsh Government Official named in section three of the award letter. This must, however, be followed promptly by confirmation in writing, sent to the same Welsh Government Official. This confirmation must include any background relating to the Notification Event and any proposed action to address it.

## What the Welsh Government will do

The Welsh Government will:

- inform you where officials believe a notification event has occurred or is likely to occur, where you have not previously notified the Welsh Government;
- seek to discuss the notification event with you and to agree a course of action to be taken to address the notification event;
- consider each notification event on its individual merits and in so doing consider both the significance/gravity of the event and whether or not it can be remedied;
- provide you with written notice of any actions that you will need to take.

## Consequences of notifying the Welsh Government

If you inform the Welsh Government that a notification event has occurred or is likely to occur, the Welsh Government will endeavour to put in place acceptable measures and funding is unlikely to be adversely affected.

However, if the Welsh Government has been unable to contact you to discuss a notification event, or you are unhelpful in implementing the agreed measures or it cannot be remedied to the Welsh Government's satisfaction, after providing the funded body with notice, this could result in any of the following actions:

- i. force the grant activity to cease and withdraw the award of funding, and/or
- ii. require you to repay all or part of the funding immediately, and/or
- iii. suspend or cease all further payments of funding subject to such conditions as the Welsh Government may specify, and/or
- iv. deduct all amounts owed to the Welsh Government under the conditions of the award from any other funding awarded or that may be awarded to you.

## Consequences of not notifying the Welsh Government

Where officials discover that you have not informed the Welsh Government that a notification event has occurred or is likely to occur, officials will undertake a more rigorous investigation. The funded activity could be forced to cease and funding could be withdrawn, or recovered, as a result of the findings of the investigation.