

Charging Policy

Our aims in service charging is to ensure:

- A fair, open and transparent approach that reflects best practice
- Operational costs are met but not exceeded
- Income is earned which can be reinvested to increase service provision
- Organisations may, where it is fair to do so, be charged differently
- Service recipients have agreed both the provision and levying of a charge.

Reasons for not charging will include:

- Where there is a legal or statutory reason forbidding the levy of charges
- A contractual arrangement exists which prevents the levy of charges
- Where the potential risk incurred by charging outweighs the benefits.

Charges will be applied to consultancy services only; rates being set annually by the Trustee board in 5 bands:

Band A charges	Community associations with no paid staff
Band B charges	Unincorporated associations with staff
Band C charges	Third Sector Organisations/Charities with staff
Band D charges	Regional/ national organisations
Band E charges	Partner agencies and bodies

A bursary fund exists to support Band A and B applications; the bursary budget being determined annually.

Cost per service – Bespoke Delivery/Consultancy Request

	Band A-B	Band C	Band D-E
Committee/Board Training	£25 per hr	£150 (half day)	
Facilitated Workshops	£100 per day	£150 per day	£200 per day
Funding Bid Preparation	£25 per hr	£35 per hour	£35 per hour
Feasibility Study	£1,000	£1,500-£3,000	On request
Business Plan	£1,000	£1,500-£3,000	On request
Development Plan	£1,000	£1,500-£3,000	On request
Project Evaluation/Reviews	£1,000	£1,500-£3,000	On request
Financial Systems Audit	£250	£500	
Policy Reviews	£250	£500	