Salford City Council

Administered by Salford CVS Making a difference in Salford

Short Break Care Grant 2018/19

Terms and Conditions of Funding

This Agreement is between: ***Salford CVS*** and ***«Organisation»***, in respect of Salford CVS providing funding on behalf of Salford City Council.

We can only fund your organisation if you accept the terms and conditions listed below.

Period of agreement

This Agreement covers the period **1st Dec 2018 to 31st Jan 2020** or until such time Salford CVS has agreed all monitoring and evaluation is satisfactory.

1. Funding

£ «Award_201819» will be paid to «Organisation» once this signed Agreement has been received by Salford CVS. The deadline for receiving the signed agreement is **Monday 14th January 2019.** Failure to provide the documents by this date may result in your offer being withdrawn.

Costs incurred and funds spent by «Organisation» prior to the funding period are not allowable. Please note that there is no further commitment to provide funding beyond the end of this Agreement. Any funding not spent should be returned to Salford CVS no later than the monitoring due date.

2. Purpose of Funding

This funding is to be used for delivering the outcomes specified in your application. «Organisation» must provide clear evidence of achievement of the agreed outcomes using the monitoring and evaluation form.

3. Terms and Conditions

3.1 The funding shall only be used for the purpose(s) detailed in your funding application.

3.2 If for any reason «Organisation» is unable to deliver the agreed activities in accordance with this Agreement, «Organisation» agrees to inform Salford CVS in writing immediately.

3.3 Should «Organisation» wish to vary the delivery of the project, including expenditure, permission must be sought in writing from Salford CVS and have support of the person who signed your bid declaration. Unless prior agreement has been sought from Salford CVS, expenditure not detailed in your funding application will be deemed unallowable and will become recoverable.

4. SAFEGUARDING

4.1 All organisations or groups that work with or come into contact with children must have safeguarding policies and procedures to ensure that every child, regardless of their age, gender, religion or ethnicity can be protected from harm.

4.2 Before payment can be made, applicants must have a minimum of a Safeguarding Children and Young People Policy and attend training to work towards being compliant against the 20 Salford Safeguarding Standards.

4.3 Groups who are already compliant against the 20 Salford Safeguarding Standards will need to provide the completed evidence record and action plan for a recent self-assessment.

5 Monitoring Requirements

5.1 «Organisation» agrees to meet all monitoring requirements in accordance with deadlines, including financial monitoring. Please ensure you keep all records and receipts as Salford CVS reserves the right to ask you to provide us with financial evidence at the end of the funding period. We will also be undertaking a number of spot audits and your organisation may be chosen.

5.2 «Organisation» agrees to an interim site visit and or audit visit by a member of Salford CVS and or Salford City Council.

5.3 All delivery must finish by **31th Dec 2019** and all monitoring and evaluation must be received no later than **31st Jan 2020**.

5.4 Should the project cease to operate before the end of this agreement, any equipment/items purchased with these funds must be returned to Salford CVS or be transferred to a Salford CVS approved organisation, with the same or similar aims.

5.5 Failure to deliver acceptable monitoring within the timeframe specified within these terms and conditions will make your organisation ineligible for future grants from Salford CVS.

6 Compliance

6.1 You are required to ensure you are appropriately insured.

6.2 «Organisation» must provide evidence of all valid and appropriate insurance e.g. Public Liability; Employers Liability; Professional Indemnity which comply with statutory requirements.

6.3 The Health & Safety at Work Act 1974 must be complied with when delivering your activities.

6.4 «Organisation» will ensure that all activities comply with the law and that it does not commit any act of discrimination that is unlawful under the Equalities Act 2010.

6.5 You will ensure that you comply with your obligations under the General Data Protection Regulation (GDPR) and will not do anything which places you or Salford CVS in breach of the GDPR.

7. Confidentiality

7.1 «Organisation» and Salford CVS will respect the confidentiality of information given to each other as part of this Agreement.

7.2 «Organisation» agrees to the sharing of information about the organisation and its activities in relation to this funding with the programme partners and funder, currently Salford CVS and Salford City Council.

7.3 «Organisation» and any volunteer or person employed in connection with the funded activity will:

(i) Only share confidential information for the purposes of this Agreement;
(ii) Not disclose any confidential information to any third party without the prior written consent of Salford CVS.

8. Termination

8.1 Salford CVS reserves the right to terminate this Agreement with immediate effect if «Organisation» breaches the Terms and Conditions.

8.2 In the event of termination «Organisation» shall refund to Salford CVS the amount equal to the undelivered outcomes.

9 Publicity

9.1 Any publicity material produced should use official Salford CVS and Salford City Council logos. The logos should be accompanied by the wording: *'Funded by Salford City Council, with support from Salford CVS'* (see example below).

Copies of logos can be obtained from grants@salfordcvs.co.uk.

Funded by Salford City Council, with support from Salford CVS

Salford City Council

Salford CVS
Making a difference in Salford

10. Complaints

10.1 In the event of any complaints regarding Salford CVS staff or service, Salford CVS's complaints procedure will be followed. A copy of the complaints procedure is available at http://www.salfordcvs.co.uk/salford-cvs-complaints-procedure

10.2 In the event of a complaint received by Salford CVS regarding «Organisation», Salford CVS will apply its complaints procedure and «Organisation» are required to comply fully with any investigation that may follow.

11. Agreement

Two signatures of people who are not related to each other or share the same household and are authorised to sign on behalf of your project are required.

These must be original signatures, the form can then be scanned and emailed or returned by post.

As a duly authorised person, I agree to the above terms and conditions

Person 1		**Person 2**	
Name		Name	
Role		Role	
Signature		Signature	
Date		Date	
Tel No		Tel No	
Email		Email	

Signed on behalf of Salford CVS

Name			
Role			
Signature		Date	