



Greater Manchester Hate Crime Awareness 2019

Terms and Conditions of Funding Agreement
Grant Reference: << >>

This Agreement is between: **Salford CVS** and XXXXXXXXXXXXXXXX in respect of Salford CVS providing funding on behalf of the Office of Police Crime Commissioner.

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

Period of agreement

This Agreement covers the period **XXth XXXXXXXX 2019 to XXth XXXXXXXX 2019** or until such time Salford CVS has agreed all monitoring and evaluation is satisfactory.

1. Funding

£XXX will be paid to XXXXXXXXXXXXXXXX once this signed Agreement has been received by Salford CVS. The deadline for receiving the signed agreement is **XXth XXXXXXXX 2019** failure to provide the documents by this date will result in your offer being withdrawn.

Costs incurred and funds spent by XXXXXXXXXXXXXXXX prior to the funding period are not allowable. Please note 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 as specified in your application. XXXXXXXXXXXXXXXX must provide clear evidence of achievement of the agreed outcomes using the enclosed 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 XXXXXXXXXXXXXXXX is unable to deliver the agreed activities in accordance with this Agreement, XXXXXXXXXXXXXXXX agrees to inform Salford CVS in writing immediately.
- 3.3 Should XXXXXXXXXXXXXXXX wish to vary the delivery of the project, including expenditure, permission must be sought in writing from Salford CVS, before any variations are made. 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. Monitoring Requirements

- 4.1 XXXXXXXXXXXXXXXX undertakes to meet all monitoring requirements in accordance with agreed 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.
- 4.2 XXXXXXXXXXXXXXXX agrees to a site visit and or audit visit by a member of Salford CVS, Greater Manchester Police or Salford City Council.
- 4.3 All delivery must finish by **XXth XXXXXXXX 2019** and all monitoring and evaluation must be received by Salford CVS no later than **XXth XXXXXXXX 2019**.
- 4.4 Your organisation must have the following policies in place:
- Health & Safety policy
 - Equality and Diversity statement or policy
 - Safeguarding Children Policy (if working with Children)
 - Adults Safeguarding policy (if working with adults)

In addition you may be required to complete a self-assessment against the Salford Safeguarding Standards, you will be contacted by Salford CVS to arrange this.

If your organisation is working with Children and Young People and/or Adults you will be required to provide a copy of your Safeguarding policy.

- 4.5 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.
- 4.6 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.

5 Compliance

- 5.1 You are required to ensure you are appropriately insured.
- 5.2 XXXXXXXXXXXXXXXX must provide evidence of all valid and appropriate insurance e.g. Public Liability; Employers Liability; Professional Indemnity which comply with statutory requirements.
- 5.3 The Health & Safety at Work Act 1974 must be complied with when delivering your activities.
- 5.4 XXXXXXXXXXXXXXXX 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.
- 5.5 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.

6. Confidentiality

- 6.1 XXXXXXXXXXXXXXXX and Salford CVS will respect the confidentiality of information given to each other as part of this Agreement.
- 6.2 XXXXXXXXXXXXXXXX agrees to the sharing of information about the organisation and its activities in relation to this funding with the programme funder, Greater Manchester Police and Salford City Council.
- 6.3 XXXXXXXXXXXXXXXX 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.

7. Termination

- 7.1 Salford CVS reserves the right to terminate this Agreement with immediate effect if XXXXXXXXXXXXXXXX breaches the Terms and Conditions.
- 7.2 In the event of termination XXXXXXXXXXXXXXXX shall refund to Salford CVS the amount equal to the undelivered outcomes.

8. Publicity

- 8.1 Any publicity material produced should use official Salford CVS, Salford City Council and Greater Manchester Police logos, these will be supplied.
- 8.2 Salford CVS will publish a list of all grant recipients on its website together with amounts awarded and the activity taking place.
- 8.3 Your activity will be advertised on the following websites:
- Greater Manchester Police Lets End Hate Crime
 - Salford's local authority
 - Salford CVS
- 8.4 Any promotional material created for this activity must be shared in advance with Salford CVS, who will share with Greater Manchester Police and Salford City Council, in order to catalogue activities across Salford.

9. Complaints

- 9.1 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>
- 9.2 In the event of a complaint received by Salford CVS regarding XXXXXXXXXXXXXXXX Salford CVS will apply its complaints procedure and XXXXXXXXXXXXXXXX are required to comply fully with any investigation that may follow.

10. Agreement

- 10.1 XXXXXXXXXXXXXXXX agrees to share any material produced from the funding with Salford CVS, who will share with Greater Manchester Police and Salford City Council. Including marketing materials, research, case studies, reports, photos and films.
- 10.2 XXXXXXXXXXXXXXXX agrees to be placed on the Vocal Community Safety Meetings e-bulletin list to be provided with newsletters and informed of when the meetings are being held.
- 10.3 XXXXXXXXXXXXXXXX agrees to be contacted by Greater Manchester Police and Salford City Council with regards to the activity.

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 organisation are required. There must be at least one signatory from the governing body (**e.g management committee/board of trustees**).

Who is authorised?

- If your organisation is incorporated under the Companies Act, two directors or a director and the company secretary must sign.
- For other voluntary sector organisations, the chair, vice chair, secretary or treasurer must sign.
- These must be original signatures and the forms must be 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	

Checklist for documentation

Please complete all sections and return with your signed agreement.

	Enclosed	Already Sent within 6 months	
Safeguarding Children's Policy	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations submit a Safeguarding Children's Policy if working with Children.
Adults Safeguarding Policy	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations submit an Adults Safeguarding Policy if working with adults.
Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations have public liability Insurance and a copy is sent with the signed terms and conditions.
Employers Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations who employ staff have employer's liability Insurance and a copy is sent with the signed terms and conditions.
Hard Copy Original Bank Statement / paying in slip	<input type="checkbox"/>	<input type="checkbox"/> Bank details not changed	An original hard copy bank statement or paying in slip in the name of your group if your bank account has changed since receiving your last grant. Online statement not accepted.

	Have	Do not have	
Health & Safety Policy	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations have a Health & Safety Policy.
Equality and Diversity Statement	<input type="checkbox"/>	<input type="checkbox"/>	It is a requirement that all organisations have an Equalities Policy / Statement.

We would appreciate it if you could give us your feedback and comments about the **Greater Manchester Hate Crime Fund**.

How did you find out about the fund?

How did you find the application process?