



## COMMUNITY SAFETY FUND GRANT SCHEME

<b>Lead Directorate and service:</b>	Environment and Neighbourhood Services, Housing Transportation and Public Protection, Housing / Safe Communities, Anti Social Behaviour
<b>Effective Date:</b>	
<b>Date Reviewed:</b>	N/A
<b>Date Due for Review:</b>	
<b>Contact Officer:</b>	Nigel Brignall
<b>Contact Number:</b>	01482 396019
<b>Approved By:</b>	

### I. Background:

The Police and Crime Commissioner (PCC) wrote to the Chief Executive of the Council on 14 March 2017 confirming his intentions to provide investment into the East Riding Community Safety Partnership (CSP). A total of £831,230 will be provided in 2017/18 in two equal phases.

The first phase of funding amounts to £415,615. This includes £103,875 which will be used as a Crime Reduction Fund to provide grants to voluntary sector, community and other groups and Parish and Town Councils for relatively small scale projects. The balance has been allocated by the Community Safety Partnership to services who can provide additionality and contribute towards aims in the Commissioners Police and Crime Plan.

'Phase Two' funding from the PCC makes a further £415,615 available to the CSP. The PCC wants this "one off" funding to be used for the benefit of local communities. The PCC will draw this funding from partnership reserves and this offers the flexibility for it to be used over a number of years. The Council act as Accountable Body to the CSP therefore will receive the funding from the PCC.

This document sets out the process to be followed for the allocation of the funding.

## 2. Definitions for the Purposes of this Scheme:

Community Safety Fund  
Partnership Manager

Phase two funding from the PCC of £415,615.  
Max Hough, Domestic Violence / Crime and Disorder Manager

## 3. Scheme Statement

The scheme aims to:

- Deliver increasingly self-sustaining and safe communities in the East Riding and wider Humber area
- Build public confidence in the agencies involved in creating safer communities
- Provide services to meet the needs of victims and the most vulnerable

Administration of the Community Safety Fund will be carried out in line with the guidance set out in the Council's Grants Manual.

## 4. Corporate Requirements

- Maximising our potential
  - ✓ Services must be guided by intelligence and be flexible, responsive and pro-active in addressing threats to the safety of communities.
  - ✓ All communities must be identified and engaged in a structured manner allowing more power to be passed to them and feeding into service delivery partnerships.
  - ✓ Community based outcomes, as contained in this plan, can only be delivered through partnership working so developing those partnerships is essential.
  - ✓ Regardless of economic pressures agencies should aim to deliver services in the style the public desire, illustrating listening and responsiveness. The public value visible, accessible, community-based services and should receive it as a key element of service delivery.
  - ✓ Agreeing mechanisms for consideration of identified community safety priorities, linking multi-agency community level delivery to partnership strategic planning and resource allocation.
- Valuing our environment
  - ✓ Building the skills and desire for communities to take a more active role in shaping their environment and service delivery.
- Supporting vulnerable people, reducing inequalities
  - ✓ Fewer victims of crime and anti-social behaviour is an indicator of a safer area
  - ✓ Greater integration and engagement between different communities and cultures, respecting diversity and providing a base upon which intercommunal capacity can be built to support self-sufficiency.
  - ✓ Feeling safe in their own communities, when visiting town and city centres and participating in events and the night time economy will promote public confidence in service delivery agencies.
  - ✓ Giving communities more control over how resources are used will promote engagement and awareness whilst illustrating a desire to work with communities and not merely deliver services for them.
  - ✓ Promoting public scrutiny of public bodies will encourage fair and ethical practice and generate greater understanding of constraints upon delivery.
- Promoting health, wellbeing and independence
  - ✓ Many victims are reluctant to report issues to the police or other agencies. To increase the reach of victim provision it is essential to properly identify as many victims as possible.

- ✓ Understanding how and when to intervene to prevent the transition from vulnerability to victimhood will allow the efficient targeting of resources to reduce the likelihood of occurrence.
  - ✓ To prevent the transition from vulnerability to victimhood and support those who do transition there is a requirement to identify, refine and support the provision of a broad spectrum of services.
- Reducing costs, raising performance
    - ✓ Open and honest communication between service delivery agencies and the public is vital to building confidence. This should be supplemented by co-ordinated engagement focussed on identifying the needs of the public.
    - ✓ Confidence will grow if public money is being spent wisely providing services communities need, and in the style they desire.

## **5. Scheme Development including Consultation**

### Contact Officer

Nigel Brignall, ASB Team Manager

### Editorial Team

Paul Bellotti, Interim Director of Environment and Neighbourhood Services

Paul Abbott, Interim Head of Housing, Transportation and Public Protection

Dick Ikin, Housing / Safe Communities Group Manager

Max Hough, Domestic Violence / Crime and Disorder Manager

Claire Watts, External Funding and Policy Manager

Andrea Turton, Funding Development Co-ordinator

Carl Braddy, Audit and Technical Manager

Steve Fulstow, Senior Accountant

### Other consultees

Caroline Lacey, Chief Executive

Alan Menzies, Director of Planning and Economic Regeneration

John Skidmore, Director of Corporate Strategy and Commissioning

Tim Allison, Director of Public Health

Darren Stevens, Director of Corporate Resources

Julian Neilson, Head of Finance

Mathew Buckley, Head of Legal and Democratic Services

Kevin Hall, Director of Children, Families and Schools

The contact officer would welcome further feedback on the scheme.

## **6. Links with other Policies**

The scheme links directly to the Police and Crime Commissioner's Police and Crime Plan 2017 to 2012 as he is the source of the funding. The scheme also links with the Anti Social Behaviour Policy, Licensing Policy and safeguarding children and adults policies.

## **7. Outcomes and impacts**

Key outcomes of the scheme will include one or more of the following:

- Deliver increasingly self-sustaining and safe communities in the East Riding and wider Humber area
- Build public confidence in the agencies involved in creating safer communities
- Provide services to victims and the most vulnerable that meet their needs

## 8. Policy Implementation

Funding for the Community Safety Fund will be provided by the Police and Crime Commissioner and will be available for partners and Council services to bid into. Applications will be submitted to the Partnership Manager who will initially assess each application with an officer from another partner agency which is represented on the Community Safety Partnership. The application will be assessed using the scoring matrix included with the application form.

Following assessment, the Partnership Manager will submit the application to the next meeting of the Community Safety Partnership who will make a decision on whether the application is approved.

The Partnership Manager will inform the applicant of the decision and, if successful, will arrange for funding to be passed to them. The Partnership Manager will also inform the applicant of terms and conditions of the grant, which will be the standard terms and conditions contained within the Grants Manual plus an additional requirement for beneficiaries to provide updates to the Community Safety Partnership, including using the Outcome Based Accountability evaluation tool.

### Criteria

Reference to the Partnership Manager is the Domestic Violence Services / Crime and Disorder Manager at the East Riding of Yorkshire Council.

- The funding will only be allocated for projects which support initiatives and work streams that contribute to the overall aims and associated deliverables and outcomes set by the Police and Crime Commissioner in his 2017-2021 Police and Crime Plan <http://www.humberside-pcc.gov.uk/Document-Library/Plans-and-Policies/Police-and-Crime-Plan-final-design.pdf>
- Funding may be used as contributory funding to larger scale projects providing that project also meets the criteria set out in one above
- Requests for funding can be made by community, voluntary sector or other groups providing they have their own bank account and constitution. These must be submitted to the East Riding Voluntary Action Service, as a member of the Community Safety Partnership, who will submit them for consideration
- Applications from individuals will not be considered
- No match funding is required
- The project must provide 'additionality' to existing work
- Funding will not be allocated for any project, activity or pre-existing post for which a partner has withdrawn or reduced funding
- Revenue, including staffing, and capital bids are welcomed
- Requests will be made using the attached expression of interest form and submitted to the Partnership Manager by email to [safe.communities@eastriding.gcsx.gov.uk](mailto:safe.communities@eastriding.gcsx.gov.uk)
- There is no deadline for applications or timescale when projects must be completed by, though the latter does need to be included in the expression of interest form
- The applicant must provide quarterly updates to the Partnership Manager including a financial analysis of expenditure against key areas of activity and explain how this is contributing towards the delivery of the aims in the Police and Crime Plan
- Expressions of interest can be made at any time during the year and will be considered at quarterly meetings of the Community Safety Partnership
- Expressions of interest will be scored by the Partnership Manager and an officer from another partner agency. The Partnership Manager will present their recommendations to the Community Safety Partnership

- Final decisions will be made by the Community Safety Partnership
- Beneficiaries must comply with their own procurement rules and retain all invoices and other financial information for a minimum period of seven years. These must be made available on request to the office of the Police and Crime Commissioner or the Partnership Manager

### **How requests for funding should be made**

Requests for funding should be sent to the Safe Communities Team using the application form (attached as Appendix A). For guidance, the following details will need to be covered:

- Who is delivering the project;
- Aims, objectives and SMART targets;
- How the project will reduce demand for services from the statutory sector involved in responding to crime and disorder;
- Why the project is required;
- Which part of the East Riding the project will be delivered in;
- How the project will provide additionality and enhance existing crime reduction services;
- Timescale of the project;
- How the project will be monitored and evaluated;
- How the project will be publicised to make it as accessible as possible;
- Level of funding required.

### **How funding will be administered**

The award and management of the grant agreement will be carried out using the Council's Corporate Fund Management System.

Applicants will be informed of the outcome of the decision in writing. A template letter is included as Appendix B. Successful applicants will be required to enter into a legal agreement with the Council to govern the agreement using the template agreement attached as Appendix C to this policy. Where a grant in excess of £5,000 is awarded, the Partnership Manager will manage the agreement. Performance monitoring will be undertaken by the beneficiary submitting progress reports to the Community Safety Partnership.

Grant payments will be made in advance, in full, following approval by the Community Safety Partnership. If the project does not meet its objectives and targets, the Community Safety Partnership may require the beneficiary to repay all or part of the funding.

## **9. Financial Implications**

Expenditure from grant will be monitored by the Partnership Manager in consultation with the Senior Accountant to ensure that payments are made in line with any conditions.

If a grant, or part of a grant is to be reclaimed the Partnership Manager will take necessary action, liaising with the legal services team as required.

## **10. Evaluation**

The grant recipient will be required to submit update reports at timescales set by the Community Safety Partnership who will oversee the application of the scheme. The recipient shall be required to submit a final report on completion of the project to evaluate its success using the Outcome Based Accountability model. This will be uploaded onto the Council's Corporate Fund Management System.

## **11. References**



Appendix A



East Riding of Yorkshire Council

# Application

for grant funding over £2,000

Grant funding stream

Amount applied for

Awarding body

Duration of Project

Name of proposed project



# Section I

## Organisational and contact details

### I.1 Full name of organisation seeking grant funding

### I.2 Organisation details

 Complete as appropriate

Registered office address

VAT registration number (non ERYC)

 Tick/Complete as appropriate

Type of Organisation

(i) public sector

(ii) voluntary sector

### I.3 Please give details of the main contact for this application

Name

Address

Postcode

Phone

Mobile

Email

**1.4 If your project is being delivered by more than one organisation, in a partnership, cluster or consortium, please give details**

 Please put N/A if not applicable

What are the benefits of this arrangement?

**1.5 Safeguarding and Vetting of Volunteers and Staff**

 Please tick as appropriate

**(a) If appropriate, does your organisation have a written safeguarding policy?**

Yes       No

If 'yes', please provide a copy and confirm that it complies with the requirements of the East Riding Safeguarding Children Board or the East Riding Safeguarding Adults Board, details of which can be found at <http://www.erscb.org.uk/professionals-and-volunteers/procedures-and-guidance> or <http://www.ersab.org.uk/policy-documents>

**(b) Will your project involve working with children or vulnerable adults?**

Persons who work with children or other vulnerable members of society, whether for payment or otherwise must be vetted to the appropriate level to ensure that they are suitable for the work.

Yes       No

**(c) Please describe in full the procedures in place (or to be adopted) by your organisation to comply with this requirement.** State which organisation carries out (or will carry out) the checks on your behalf and provide details, as appropriate, of those volunteers/staff members who have been the subject of Disclosure and Barring Service (DBS) checks.

**1.6 Please provide details of the bank/building society account into which this grant would be paid or for ERYC Applicants the cost / income code.**  
(Please note that any payment cannot be made to an individual's personal account)

Name in which account is held

Account Number

Sort Number

Bank name

Bank telephone number

Branch address

ERYC Only

Cost Centre

Income Code

**1.7 Does your organisation have a written Health and Safety policy?**

Yes  No

*Please tick  as appropriate*

**1.8 We are not aware of any conflict of interest**

Yes  No

* Please tick as appropriate*

If yes, please explain below

*Please put N/A if not applicable*



## Section 2

### Details of activities for which funding is being requested

**2.1 Is this funding request to support a new project?**

Yes  No

 Please tick as appropriate

**2.2 Please describe (in no more than 250 words) in the box below the overall aims and objectives of the project for which you are seeking funding**

**2.3 Please list your SMART targets**

**2.4 How do you know there is a need for this project and how will it address that need? Please provide evidence of any surveys, consultation, work**

already undertaken etc to evidence the identified need (maximum of 250 words)

**2.5 Please explain how your project will reduce demand for services from the statutory sector involved in responding to crime and disorder**

**2.6 Is the project for which you are seeking grant funding being provided for residents on an East Riding wide basis or is it targeted at a specific part of the area?**

 Please tick as appropriate

East Riding wide       Targeted

**If your activities are targeted at specific parts of the area, please indicate where you will be delivering your project**

**2.7 If this application is not successful, how will this affect your project?**

 Please tick **one box only**

- Go ahead as planned
- Go ahead as planned but over a longer timescale
- Go ahead but on a reduced scale
- Will not go ahead at all

**2.8 How will your project provide additionality and enhance existing crime reduction services in the East Riding?**

**2.9 Please explain how the project for which you are requesting grant funding relates to aims and deliverables / outputs behind them in the Police and Crime Commissioners 2017 to 2021 Police and Crime Plan <http://www.humberside-pcc.gov.uk/Document-Library/Plans-and-Policies/Police-and-Crime-Plan-final-design.pdf>**

Police and Crime Plan Aims

- To deliver increasingly self-sustaining and safe communities in the Humber area
- To build public confidence in the agencies involved in creating safer communities
- To provide services to victims and the most vulnerable that meet their needs

**All applications for grant funding must relate to one or more of aims in the Police and Crime Plan. Failure to make this linkage will result in the application not being considered.**

### Outputs/outcomes and beneficiaries

2.10

**Outputs/outcomes of the project**  
What and how much will you deliver?

A

B

C

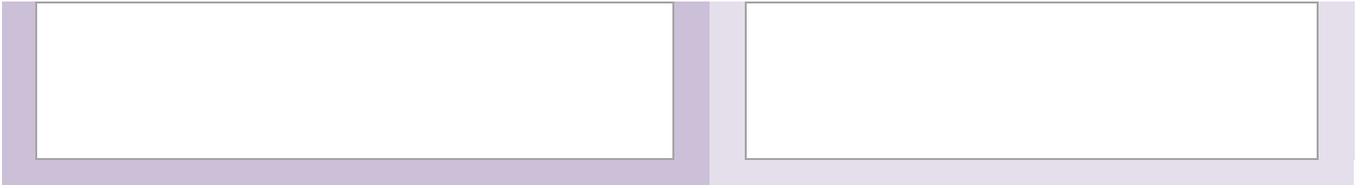
**Performance measure**

How will you know you are doing this well?

A

B

C



## Section 3

### Timescales

#### 3.1 Project start date

DATE	MONTH	YEAR
------	-------	------

#### 3.2 Project end date (must be before 31 March 2021)

DATE	MONTH	YEAR
------	-------	------

#### 3.3 If your project is not to be delivered on a continuous basis (eg only at certain times of the day or week), please specify below

--

## Section 4

### Evaluation and impact of the project

#### 4.1 How do you propose to monitor and evaluate delivery of the project?

--

#### 4.2 How will you publicise the project so that people know about it and how will you ensure that it is accessible to as many people as possible?

## Section 5

### Financial information

**5.1 Please provide a detailed annual breakdown of how the funding sought will be used to deliver the project and details of how you would wish the money to be paid (eg monthly/quarterly in advance/arrears). Please use a separate sheet if appropriate**

Item or activity	Annual cost
	£
	£
	£
	£
	£
	£
<b>Total annual cost</b>	£
Details of how you wish the money to be paid <div style="border: 1px solid black; height: 30px; width: 100%;"></div>	

**5.2 Please give details of all other applications you have made, or intend to make, for funding to support this work**

Source of funding	Applied for	Committed
	£	£

	£	£
	£	£
	£	£
	£	£
	£	£
<b>Total</b>	£	£

## Section 6

### Declaration

#### 7.1 Data Protection and Freedom of Information

As a public organisation, East Riding of Yorkshire Council has to follow the Data Protection Act 1998 and the Freedom of Information Act 2000. We have a Data Protection Policy which is available from our website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk)

We also have a Counter Fraud and Corruption Policy which is also available from our website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk). Any concerns regarding fraud and corruption irregularities must be raised in accordance with the Council's Whistle Blowing Policy which is also available on our website.

**By signing this application form, you agree to the following:**

We will use this application form and the other information you give us for the following purposes:

- To decide whether to give you a grant.
- To provide information to any other individuals or organisations who are helping us assess and monitor grants, including local authorities, other lottery distributors and organisations that award grants. After we reach a decision, we may also tell them the outcome of your application and, if appropriate, why we did not offer you a grant.
- To hold in our database and use for statistical purposes.
- If we offer you a grant, we will publish information about you relating to the activity we have funded, including the amount of the grant and the activity it was for. This information may appear in our press releases, in our print and online publications and in the publications or websites of any partner organisations who have funded the activity with us. We may also publish summary information about unsuccessful applications.

You have read East Riding of Yorkshire Council's Data Protection and Counter Fraud and Corruption policies and accept how we generally plan to treat your application and other related information if someone asks to see it under the Freedom of Information Act 2000.

East Riding of Yorkshire Council reserves the right to withdraw any application from the funding process if it is deemed that information in that application has been presented fraudulently or purposefully withheld.

**Before signing, please:**

- Check that you have answered all the questions in the application form.
- Please ensure you keep a copy of your application form for your records.
- Please confirm that this application is on behalf of your whole organisation and you have authority to submit it

In dating and signing this document and submitting it you confirm that, to the best

of your knowledge, the information provided on this application form is correct and you confirm that any grant awarded will be used exclusively for the purposes described.

**Please note that the application form should be signed your representative on the Community Safety Partnership.**

**Signed**

A typed name will be sufficient. If your application is successful, we will require a signed hard copy of this form

**Position in organisation**

**Date**

**Signed**

A typed name will be sufficient. If your application is successful, we will require a signed hard copy of this form

**Position in organisation**

**Date**

Please check the guidance notes for details of how to submit this application, to whom and by what date.

**Please note that if your application is successful, an original signed copy of the application will be required for audit purposes**

Should you have any questions, please check the guidance notes about who to contact.

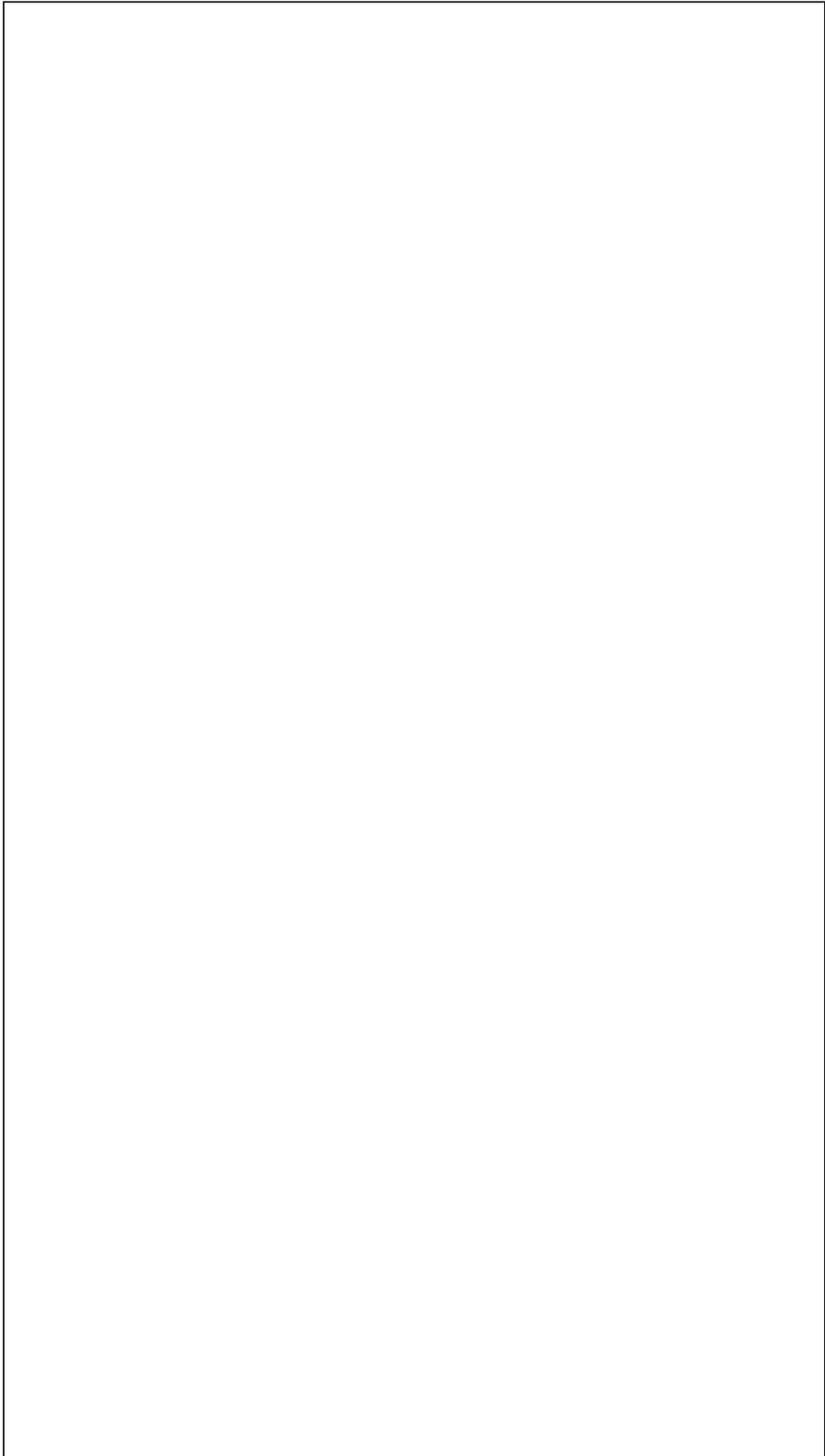
We will acknowledge receipt of your application form and give you a unique reference number as soon as possible.

Please tell us how you heard about this funding

**FOR OFFICE USE ONLY** - Reference number

--

**Please continue the application on this sheet if necessary**



## CRITERIA

### EAST RIDING COMMUNITY SAFETY PARTNERSHIP

#### Community Safety Fund

#### CRITERIA

#### BACKGROUND

The Fund of £415,615 must be used to provide 'additionality' and not for any activity or pre-existing post for which a partner has withdrawn or reduced funding. The PCC has provided this funding to the East Riding Community Safety Partnership and will transfer the funding to the East Riding of Yorkshire Council for allocation to beneficiaries once requests are approved by the Community Safety Partnership. Terms and conditions attached to the grant are appended. (NOTE – These will be the Council's standard terms and conditions contained in the Grants Manual).

Reference to the Partnership Manager is the Domestic Violence Services / Crime and Disorder Manager at the East Riding of Yorkshire Council.

1. The funding will only be allocated for projects which support initiatives and work streams that contribute to the overall aims and associated deliverables and outcomes set by the Police and Crime Commissioner in his 2017-2021 Police and Crime Plan <http://www.humberside-pcc.gov.uk/Document-Library/Plans-and-Policies/Police-and-Crime-Plan-final-design.pdf>
2. Funding may be used as contributory funding to larger scale projects providing that project also meets the criteria set out in one above
3. Requests for funding can be made by community, voluntary sector or other groups providing they have their own bank account and constitution. These must be submitted to the East Riding Voluntary Action Service, as a member of the Community Safety Partnership, who will submit them for consideration
4. Applications from individuals will not be considered
5. No match funding is required
6. The project must provide 'additionality' to existing work
7. Funding will not be allocated for any project, activity or pre-existing post for which a partner has withdrawn or reduced funding
8. Revenue, including staffing, and capital bids are welcomed
9. Requests will be made using the attached expression of interest form and submitted to the Partnership Manager by email to [safe.communities@eastriding.gcsx.gov.uk](mailto:safe.communities@eastriding.gcsx.gov.uk)
10. There is no deadline for applications or timescale when projects must be completed by, though the latter does need to be included in the expression of interest form
11. The applicant must provide quarterly updates to the Partnership Manager including a financial analysis of expenditure against key areas of activity and explain how this is contributing towards the delivery of the aims in the Police and Crime Plan
12. Expressions of interest can be made at any time during the year and will be considered at quarterly meetings of the Community Safety Partnership
13. Expressions of interest will be scored by the Partnership Manager and an officer from another partner agency. The Partnership Manager will present recommendations to the Community Safety Partnership
14. Decisions will be made by the Community Safety Partnership

15. Beneficiaries must comply with their own procurement rules and retain all invoices and other financial information for a minimum period of seven years. These must be made available on request to the office of the Police and Crime Commissioner or the Partnership Manager

## SCORING MATRIX

### Community Safety Fund

#### SCORING MATRIX

If the answer to questions 1, 2, 3 or 4 is no this will result in a failed bid and no scoring will take place. If a score of 0 is achieved to any of the criteria below, funding will not be provided. The bid will be returned to the applicant, advice given and an opportunity to re-submit provided.

A score of at least 13 points must be achieved in order for it to be submitted to the Community Safety Partnership for consideration and approval. Any application achieving a score of less than 13 will be returned to the applicant, advice given and an opportunity to re-submit provided

Each application will be scored by two officers, at least one of whom will not be employed by the applicant.

1.	Is the application form fully completed	Yes	No
2.	Does the application meet at least one outcome in the PCC's Police and Crime Plan	Yes	No
3.	Will the project be completed by 31 March 2021	Yes	No
4.	The project was NOT previously funded by the applicant or another partner who has subsequently withdrawn funding	Yes	No
5.	All the criteria have been met	Yes	No

				Comments
5.	The application meets at least one outcome in the Police and Crime Plan and one objective in the CSP Crime and Disorder Plan	The application meets at least one outcome in the Police and Crime Plan but no objectives in the CSP Crime and Disorder Plan		
	2 points	1 point		
6.	The application clearly describes the problem, how it will be solved and provides clear supporting data, including from the beneficiaries	The intent of the application has been outlined and whilst a positive outcome may be achieved, it is not clear how this will happen	Details of the proposal are unclear and there is no evidence to demonstrate its impact	
	2 points	1 point	0 points	
7.	SMART targets resulting in a reduction in crime or anti social behaviour are identified in the application, together with a risk analysis	The project is likely to reduce crime or anti social behaviour and the risks appear limited with limited evidence on	It is unclear whether the project will reduce crime or anti social behaviour and no risk analysis	

	clearly identifying how potential challenges will be overcome	how they will be overcome		
	2 points	1 point	0 point	
8.	The application clearly sets out how the project will reduce demand for services from the statutory sector involved in responding to crime and disorder or anti social behaviour	The project may reduce demand for services from the statutory sector involved in responding to crime and disorder or anti social behaviour but provides limited evidence of how it will do this	The project is unlikely to reduce demand for services from the statutory sector involved in responding to crime and disorder or anti social behaviour	
	4 points	2 points	0 points	
9.	The application clearly sets out how the project will be evaluated, including detailed performance measures, using the Outcome Based Accountability model	The application confirms that the project will be evaluated and includes some performance measures	The application does not state how the project will be evaluated	
	2 points	1 point	0 points	
10.	The project provides additionality and significantly enhances crime reduction services in the East Riding, potentially creating good practice to be used elsewhere	The project enhances crime reduction services in the East Riding.	The project replicates services already available in the East Riding.	
	4 points	2 points	0 points	
11.	The project will be targeted in areas of high crime for which it intends to reduce.	The project will include areas of high crime for which it intends to reduce together with other areas	The project will not be delivered in areas of high crime for which it intends to reduce	
	2 points	1 point	0 points	

Appendix B – Grant Award Letter



County Hall Beverley East Riding of Yorkshire HU17 9BA Telephone (01482) 393939

[www.eastriding.gov.uk](http://www.eastriding.gov.uk)

Paul Abbot, Interim Head of Housing, Transportation and Public Protection

Name and address in here

Your ref:

Our ref:

Enquiries to:

Max Hough

E-mail:

[max.hough@eastriding.gov.uk](mailto:max.hough@eastriding.gov.uk)

Date:

Dear

**Commuted Safety Fund Application – *insert short scheme description***

Thank you for your application. The Community Safety Partnership has now met and carefully considered your request for funding. I am pleased to inform you that £XXX has been awarded towards the delivery of this scheme.

Two copies of the Grant Funding Agreement are enclosed with this letter which should be duly executed by an authorised signatory for your organisation. Please retain one copy for your records and return the other copy to the myself. Please note that no funds may be released until an agreement has been formally entered into.

In addition, the allocation is also subject to the following conditions:

- *Insert any additional requirements*

This agreement will be managed on behalf of the Council by myself. Please note that the monies must only be used for the purposes outlined above and for no other purpose without the express written permission of the Community Safety Partnership.

The money will be transferred to you on receipt of the signed agreement referred to above by East Riding of Yorkshire Council.

You must provide quarterly updates to the Partnership Manager including a financial analysis of expenditure against key areas of activity and explain how this is contributing towards the delivery of the aims in the Police and Crime Plan. In addition you must evaluate your scheme using the Outcome Based Accountability model once it ends and submit a report to the Community Safety Partnership.

You must comply with your organisations own procurement rules and retain all invoices and other financial information for a minimum period of seven years. These must be made available on request to the office of the Police and Crime Commissioner or the Domestic Violence / Crime and Disorder Manager.

I would like to take this opportunity to wish you every success with this scheme.

Yours sincerely

Max Hough  
Domestic Violence / Crime and Disorder Manager  
Enc.

**DATED**

***[INSERT DATE]***

**GRANT FUNDING AGREEMENT**

**between**

**(1) THE EAST RIDING OF YORKSHIRE COUNCIL**

**and**

**(2) *[insert name of Grant Recipient]***

**for *[insert name of Project ]***

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**THIS AGREEMENT** is dated

## **PARTIES**

- (1) **THE EAST RIDING OF YORKSHIRE COUNCIL**, whose principal address is at County Hall, Cross Street, Beverley, HU17 9BA (the **Council**).
- (2) **[Insert name in block capitals]** whose principal address is at **[address of recipient ]** (the **Recipient**).

## **BACKGROUND**

- (A) The Council, as the accountable body, has agreed to pay the Grant to the Recipient to assist it in carrying out the Project.
- (B) This Agreement sets out the terms and conditions on which the Grant is made by the Council to the Recipient.
- (C) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

## **AGREED TERMS**

### **1. Definitions**

In this Agreement the following terms shall have the following meanings:

**Commencement Date:** **[insert date]**.

**Governing Body:** the governing body of the Recipient including its directors or trustees.

**Grant:** the sum of **£[XXX]** to be paid to the Recipient in accordance with this Agreement.

**Grant Period:** the period for which the Grant is awarded starting on the Commencement Date and ending on **[insert date]**.

**Intellectual Property Rights:** all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and know-how however arising for their full term and any renewals and extensions.

**Know-How:** information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

**Prohibited Act:** means:

- (a) offering, giving or agreeing to give to any servant of the Council any gift or consideration of any kind as an inducement or reward for:
  - (i) *doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Council; or*
  - (ii) *showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Council;*
- (b) entering into this Agreement or any other contract with the Council where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Council;
- (c) committing any offence:
  - (i) *under the Bribery Act 2010;*
  - (ii) *under legislation creating offences in respect of fraudulent acts; or*
  - (iii) *at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Council; or*
- (d) defrauding or attempting to defraud or conspiring to defraud the Council.

**Project:** the project described in Schedule I.

**Project Manager:** the individual who has been nominated to represent the Council for the purposes of this Agreement.

## 2. Purpose of Grant

- 2.1 The Recipient shall use the Grant only for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement. The Grant shall not be used for any other purpose without the prior written agreement of the Council.
- 2.2 The Recipient shall not make any significant change to the Project without the Council's prior written agreement.

2.3 Where the Recipient intends to apply to a third party for other funding for the Project, it will notify the Council in advance of its intention to do so and, where such funding is obtained, it will provide the Council with details of the amount and purpose of that funding. The Recipient agrees and accepts that it shall not apply for duplicate funding in respect of any part of the Project or any related administration costs that the Council is funding in full under this Agreement.

### **3. Payment of Grant**

3.1 Subject to clause 13, the Council shall pay the Grant to the Recipient in **in advance** in accordance with Schedule 2, subject to the necessary funds being available when payment falls due. The Recipient agrees and accepts that payments of the Grant can only be made to the extent that the Council has available funds.

3.2 No Grant shall be paid unless and until the Council is satisfied that such payment is used for proper expenditure in the delivery of the Project.

3.3 The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.

3.4 The Recipient shall not transfer any part of the Grant to bank accounts which are not ordinary business accounts within the clearing bank system, without the prior written consent of the Council.

3.5 The Recipient shall promptly repay to the Council any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes (without limitation) situations where either an incorrect sum of money has been paid or where Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.

### **4. Use of Grant**

4.1 The Grant shall be used by the Recipient for the delivery of the Project in accordance with the agreed budget set out in Schedule 3. For the avoidance of doubt, the amount of the Grant that the Recipient may spend on any item of

expenditure listed in column 1 of Schedule 3 shall not exceed the corresponding sum of money listed in column 2 without the prior written agreement of the Council.

4.2 Where the Recipient has obtained funding from a third party in relation to its delivery of the Project (including without limitation funding for associated administration and staffing costs), the amount of such funding shall be included in the budget in Schedule 3 together with a clear description of what that funding shall be used for.

4.3 The Recipient shall not use the Grant to:

- (a) make any payment to members of its Governing Body;
- (b) pay for any expenditure commitments of the Recipient entered into before the Commencement Date,

unless this has been approved in writing by the Council.

4.4 The Recipient shall not spend any part of the Grant on the delivery of the Project after the Grant Period.

4.5 Should any part of the Grant remain unspent at the end of the Grant Period, the Recipient shall ensure that any unspent monies are returned to the Council or, if agreed in writing by the Council, shall be entitled to retain the unspent monies to use for charitable purposes as agreed between the parties.

4.6 Any liabilities arising at the end of the Project including any redundancy liabilities for staff employed by the Recipient to deliver the Project must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Council for this purpose.

## **5. VAT**

5.1 Payment of the Grant is not consideration for any taxable supply for VAT purposes. The Recipient's obligations do not extend to paying the Council any amounts in respect of VAT in addition to the Grant.

5.2 VAT that is charged on goods and services may be recoverable by the Recipient if they are VAT Registered, a Town or Parish Council. This would result in the net costs only to be provided by way of a Grant.

5.3 Gross costs will only be funded by the Grant if the Recipient is unable to recover any VAT charged in delivering the project.

## **6. Accounts and Records**

6.1 The Grant shall be shown in the Recipient's accounts as a restricted fund and shall not be included under general funds.

6.2 The Recipient shall keep separate, accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.

6.3 The Recipient shall keep all invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Council shall have the right to review, at the Council's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.

6.4 The Recipient shall provide the Council with a copy of its annual accounts within six months (or such lesser period as the Council may reasonably require) of the end of the relevant financial year in respect of each year in which the Grant is paid.

6.5 The Recipient shall comply and facilitate the Council's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Council.

## **7. Monitoring and Reporting**

7.1 The Recipient shall closely monitor the delivery and success of the Project throughout the Grant Period to ensure that the aims and objectives of the Project are being met and that this Agreement is being adhered to.

7.2 The Recipient shall provide the Council with a financial report and an operational report on its use of the Grant and delivery of the Project every quarter and in such formats as the Council may reasonably require. The Recipient shall provide the Council with each report within three months of the last day of the quarter to which it relates.

- 7.3 Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its financial reports together with details of what that funding has been used for.
- 7.4 The Recipient shall on request provide the Council with such further information, explanations and documents as the Council may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.
- 7.5 The Recipient shall permit any person authorised by the Council such reasonable access to its employees, agents, premises, facilities and records, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations from them.
- 7.6 The Recipient shall permit any person authorised by the Council for the purpose to visit the Recipient once every quarter to monitor the delivery of the Project. Where, in its reasonable opinion, the Council considers that additional visits are necessary to monitor the Project, it shall be entitled to authorise any person to make such visits on its behalf.
- 7.7 The Recipient shall provide the Council with a final report on completion of the Grant Period which shall confirm whether the Project has been successfully and properly completed. The Recipient will use the Outcome Based Accountability model to evaluate the success of the project and present findings to the Community Safety Partnership.

## **8. Acknowledgment and Publicity**

- 8.1 The Recipient shall acknowledge the Grant in its annual report and accounts, including an acknowledgement of the Council as the source of the Grant.
- 8.2 The Recipient shall not publish any material referring to the Project or the Council without the prior written agreement of the Council. The Recipient shall acknowledge the support of the Council in any materials that refer to the Project and in any written or spoken public presentations about the Project. Such

acknowledgements (where appropriate or as requested by the Council) shall include the Council's name and logo (or any future name or logo adopted by the Council) using the templates provided by the Council from time to time.

- 8.3 In using the Council's name and logo, the Recipient shall comply with all reasonable branding guidelines issued by the Council from time to time.
- 8.4 The Recipient agrees to participate in and co-operate with promotional activities relating to the Project that may be instigated and/or organised by the Council.
- 8.5 The Council may acknowledge the Recipient's involvement in the Project as appropriate without prior notice.
- 8.6 The Recipient shall comply with all reasonable requests from the Council to facilitate visits, provide reports, statistics, photographs and case studies that will assist the Council in its promotional and fundraising activities relating to the Project.

## **9. Intellectual Property Rights**

- 9.1 The Council and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Council or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.
- 9.2 Where the Council has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo), the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy such Intellectual Property Rights as requested by the Council.

## **10. Confidentiality**

- 10.1 Subject to clause 11 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information

disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.

10.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:

- (a) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
- (b) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
- (c) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

## 11. Freedom of Information

11.1 The Recipient acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 and any subsequent re-enactments and shall assist and co-operate with the Council (at the Recipient's expense) to enable the Council to comply with these information disclosure requirements.

11.2 The Recipient shall:

- (a) transfer the request for information to the Council as soon as practicable after receipt and in any event within two Working Days of receiving a request for information;
- (b) provide the Council with a copy of all information in its possession or power in the form that the Council requires within five working days (or such other period as the Council may specify) of the Council requesting that information; and
- (c) provide all necessary assistance as reasonably requested by the Council to enable the Council to respond to a request for information within the time for compliance set out in section 10 of the FOIA or regulation 5 of the Environmental Information Regulations 2004.

11.3 The Council shall be responsible for determining at its absolute discretion whether the information:

- (a) is exempt from disclosure in accordance with the provisions of the FOIA or the Environmental Information Regulations 2004;
- (b) is to be disclosed in response to a request for information, and in no event shall the Recipient respond directly to a request for information unless expressly authorised to do so by the Council.

11.4 In no event shall the Recipient respond directly to a request for information unless expressly authorised to do so by the Council.

11.5 The Recipient acknowledges that the Council may, acting in accordance with the Secretary of State for Constitutional Affairs' Code of Practice on the discharge of public authorities' functions under Part I of FOIA (issued under section 45 of the FOIA, November 2004), be obliged under the FOIA or the Environmental Information Regulations 2004 to disclose information:

- (a) without consulting with the Recipient; or
- (b) following consultation with the Recipient and having taken its views into account,

provided always that where clause 11.5(b) applies the Council shall, in accordance with any recommendations of the Code, take reasonable steps, where appropriate, to give the Recipient advanced notice, or failing that, to draw the disclosure to the Recipient's attention after any such disclosure.

11.6 The Recipient shall ensure that all information produced in the course of the Agreement or relating to the Agreement is retained for disclosure and shall permit the Council to inspect such records as requested from time to time.

## 12. Data Protection

The Recipient shall (and shall procure that any of its staff involved in connection with the activities under the Agreement shall) comply with any notification requirements under the Data Protection Act 1998 (**DPA**) or any subsequent re-enactment and both Parties will duly observe all their obligations under the DPA, which arise in connection with the Agreement.

### **13. Withholding, suspending and repayment of Grant**

13.1 The Council's intention is that the Grant will be paid to the Recipient in full. However, without prejudice to the Council's other rights and remedies, the Council may at its discretion withhold or suspend payment of the Grant and/or require repayment of all or part of the Grant if:

- (a) the Recipient uses the Grant for purposes other than those for which they have been awarded;
- (b) the delivery of the Project does not start within 6 months of the Commencement Date and the Recipient has failed to provide the Council with a reasonable explanation for the delay;
- (c) the Council considers that the Recipient has not made satisfactory progress with the delivery of the Project;
- (d) the Recipient is, in the reasonable opinion of the Council, delivering the Project in a negligent manner;
- (e) the Recipient obtains duplicate funding from a third party for the Project;
- (f) the Recipient is subject to an investigation or formal enquiry by the Police, the Charity Commission, HM Revenue & Customs, or other regulatory body;
- (g) the Recipient obtains funding from a third party which, in the reasonable opinion of the Council, undertakes activities that are likely to bring the reputation of the Project or the Council into disrepute;
- (h) the Recipient provides the Council with any materially misleading or inaccurate information;
- (i) the Recipient commits or committed a Prohibited Act;
- (j) any member of the governing body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Council, bring or are likely to bring the Council's name or reputation into disrepute;
- (k) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- (l) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due;

- (m) the Recipient fails to comply with any of the terms and conditions set out in this Agreement and fails to rectify any such failure within 30 days of receiving written notice detailing the failure; or
  - (n) the Recipient disposes of or changes the use of the grant-funded property within ten years of completion (except in circumstances where a qualifying tenant has exercised the Right to Buy or a shared owner has increased their share of the property to 100%).
- 13.2 Wherever under the Agreement any sum of money is recoverable from or payable by the Recipient (including any sum that the Recipient is liable to pay to the Council in respect of any breach of the Agreement), the Council may unilaterally deduct that sum from any sum then due, or which at any later time may become due to the Recipient under the Agreement or under any other agreement or contract with the Council.
- 13.3 The Recipient shall make any payments due to the Council without any deduction whether by way of set-off, counterclaim, discount, abatement or otherwise.
- 13.4 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify the Council as soon as possible so that, if possible, and without creating any legal obligation, the Council will have an opportunity to provide assistance in resolving the problem or to take action to protect the Council and the Grant monies.

#### **14. Anti-discrimination**

- 14.1 The Recipient shall not unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment.
- 14.2 The Recipient shall take all reasonable steps to secure the observance of clause 14.1 by all servants, employees or agents of the Recipient and all suppliers and sub-contractors engaged on the Project.

## **15. Human rights**

- 15.1 The Recipient shall (and shall use its reasonable endeavours to procure that its staff shall) at all times comply with the provisions of the Human Rights Act 1998 in the performance of this Agreement as if the Recipient were a public body (as defined in the Human Rights Act 1998).
- 15.2 The Recipient shall undertake, or refrain from undertaking, such acts as the Council requests so as to enable the Council to comply with its obligations under the Human Rights Act 1998.

## **16. Limitation of liability**

- 16.1 The Council accepts no liability for any consequences, whether direct or indirect, that may come about from the Recipient running the Project, the use of the Grant or from withdrawal of the Grant. The Recipient shall indemnify and hold harmless the Council, its employees, agents, officers or sub-contractors with respect to all claims, demands, actions, costs, expenses, losses, damages and all other liabilities arising from or incurred by reason of the actions and/or omissions of the Recipient in relation to the Project, the non-fulfilment of obligations of the Recipient under this Agreement or its obligations to third parties.
- 16.2 Subject to clause 16.1, the Council's liability under this Agreement is limited to the payment of the Grant.

## **17. Warranties**

The Recipient warrants, undertakes and agrees that:

- (a) it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant);
- (b) it has not committed, nor shall it commit, any Prohibited Act;
- (c) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Council immediately of any significant departure from such legislation, codes or recommendations;

- (d) it shall comply with the requirements of the Health and Safety at Work etc. Act 1974 and any other acts, orders, regulations and codes of practice relating to health and safety, which may apply to employees and other persons working on the Project;
- (e) it shall comply with the requirements of the Public Contracts Regulations 2015 (and any subsequent re-enactments) where applicable in respect of the procurement of goods and services funded by the Grant;
- (f) it has and shall keep in place adequate procedures for dealing with any conflicts of interest;
- (g) it has and shall keep in place systems to deal with the prevention of fraud and/or administrative malfunction;
- (h) all financial and other information concerning the Recipient which has been disclosed to the Council is to the best of its knowledge and belief, true and accurate;
- (i) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant;
- (j) it is not aware of anything in its own affairs, which it has not disclosed to the Council or any of the Council's advisers, which might reasonably have influenced the decision of the Council to make the Grant on the terms contained in this Agreement; and
- (k) since the date of its last accounts there has been no material change in its financial position or prospects.

## 18. Insurance

18.1 The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all risks which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury, loss of or damage to property or any other loss (the **Required Insurances**).

18.2 The Required Insurances referred to above include (but are not limited to):

- (a) public liability insurance with a limit of indemnity of not less than [five] million pounds (£5,000,000) in relation to any one claim or series of claims arising from the Service; and
- (b) employer's liability insurance with a limit of indemnity of not less than ten million pounds (£10,000,000) in relation to any one claim or series of claims arising from the Service.

The Recipient shall (on request) supply to the Council a copy of such insurance policies and evidence that the relevant premiums have been paid.

## **19. Duration**

- 19.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the anniversary or expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.
- 19.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

## **20. Termination**

- 20.1 The Council may terminate this Agreement and any Grant payments on giving the Recipient three months' written notice should it be required to do so by financial restraints or for any other reason.

## **21. Assignment**

- 21.1 The Recipient may not, without the prior written consent of the Council, assign, transfer, sub-contract, or in any other way make over to any third party the benefit and/or the burden of this Agreement or, except as contemplated as part of the Project, transfer or pay to any other person any part of the Grant.

## **22. Waiver**

- 22.1 No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

## **23. Notices**

- 23.1 All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed, all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such

communications shall be deemed to have been given and received on the second working day following such mailing.

## **24. Dispute resolution**

24.1 In the event of any complaint or dispute (which does not relate to the Council's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by the Council from time to time.

24.2 Should the complaint or dispute remain unresolved within 14 days of the matter first being referred to the Project Manager or other nominated individual, as the case may be, either party may refer the matter to the Chief Executive of the Council and the Chief Executive of the Recipient with an instruction to attempt to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Council and the Recipient.

24.3 In the absence of agreement under clause 24.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

## **25. No partnership or agency**

26.1 This Agreement shall not create any partnership or joint venture between the Council and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

## **26. Joint and several liability**

27.1 Where the Recipient is not a company nor an incorporated entity with a distinct legal personality of its own, the individuals who enter into and sign this Agreement

on behalf of the Recipient shall be jointly and severally liable for the Recipient's obligations and liabilities arising under this Agreement.

**27. Contracts (Rights of Third Parties) Act 1999**

28.1 This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

**28. Governing law**

29.1 This Agreement shall be governed by and construed in accordance with the law of England and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

**Schedule I The Project**

## Schedule 2 Payment Schedule

<b>Amount of Grant Payable</b>	<b>Date of Payment</b>	<b>Achievement of agreed milestone/ outcome (as/where appropriate)</b>
£XXX	XXX	
£XXX	XXX	
£XXX	XXX	

**Schedule 3 Breakdown of Grant**

<b>ITEM OF EXPENDITURE</b>	<b>BUDGET (£) for 20XX/XX</b>	
	£XXX	
	£XXX	

SIGNED on behalf of  
 THE EAST RIDING OF YORKSHIRE  
 COUNCIL

Print Name: .....  
 Authorised Signatory

Status:

SIGNED on behalf of  
*Insert name of recipient*

Print Name: .....  
 Authorised Signatory

Status

Appendix D – Grant Claim Form

<b>Grant Claim Form</b>					
<b>Claim period:</b>					
<b>Name of Project</b>					
<b>Fundtrack Reference Number</b>					
<b>Grant scheme details</b>					
<b>Key Contact Name</b>					
<b>Key Contact Full Address</b>					
<b>Key Contacts Position</b>					
<b>Key Contact Email Address</b>					
<b>Key Contact Telephone Number</b>					
<b>Expenditure/outputs/outcomes</b>					
Expenditure	Agreed	Actual	Variance (+/-)	Evidence attached*	Evidence available*
Total					
<b>Outputs</b>					
<b>Outcomes</b>					
<b>Please give details and reasons for any variance greater than 10%</b>					

<b>Post Project Evaluation Form</b>			
<b>1. Project Summary</b>			
<b>Project Title:</b>			
<b>Project Description:</b>			
<b>Project Sponsor:</b>			
<b>Project Manager:</b>			
<b>Overarching Shared Priority:</b>			
<b>2. Project Delivery</b>			
<b>Cost Effectiveness</b>			
Anticipated Cost at Commit to Invest Stage :			
Final Cost :			
Variance (£)/%:			
Comments:			
<b>Time Predictability</b>			
Anticipated Completion Date at Commit to Invest Stage :			
Actual Completion Date:			
Variance (Days)/%:			
Comments:			
<b>3. Achievement of Outputs/outcomes</b>			
<b>Output (from original bid)</b>	<b>Target</b>	<b>Actual</b>	<b>Reason for Variance</b>
<b>Outcome (from original bid)</b>			
<b>4. Lessons Learned</b>			
What has been most and least successful about this project/programme?			
What would you differently next time?			
What would you tell someone who was about to apply to the same funder?			