

LGBT Youth Scotland



**CHOOSE YOUTH WORK CityWide LOCALITY
GRANT PROGRAMME**

FUNDING AGREEMENT

SECTION 1 - will be completed by THE COUNCIL

SECTION 2 - completed by the APPLICANT

SECTION 3 - Council Funding Conditions

**SECTION 4 - will be signed on behalf of the Funded Organisation and the
Council once the targets have been finalised.**

SECTION 1 To be completed by the Lead Department

- 1 Between**
City of Edinburgh Council (The Council) constituted in terms of the Local Government etc (Scotland) Act 1994 represented by the Council Departments as follows

1 Communities and Families

And

LGBT Youth Scotland
40 Commercial Street
Leith
EH6 6JD

- 2 The Lead Contact for all communication concerning this Agreement is**
Communities and Families Commissioning Team

Address: Business Unit 1.3, Waverley Court, 4 East Market Street Edinburgh.

Post Code: EH8 8BG

Tel: 0131 469 3457

E-mail: cf.commissioning@edinburgh.gov.uk Fax: 0131 529 6213

The Council Officer undertaking grant monitoring is: David Hoy

3[a] Date of Award: 6 March 2018

3[b] Number of Years agreed One
(in principle)

3[c] Type of Award: Revenue

4 Total Amount Awarded by the Council for 2018-19: £7,422

5 Funding Period**Starts on:** 1 April 2018**Ends on:** 31 March 2019**6 Funding Agreement progress meetings with the Council****Date**

Date of first meeting (if appropriate):

tba

Date of Annual Review Meeting :

tba

7 Expenditure of City of Edinburgh Council revenue funding**7.1 Communities and Families**

Funds are awarded for 2018/19 only, within the following areas of the organisation's operation:-

Area of operation	Allocation of grant £
Open Access Youth Work	£7,422

7.2 Departmental Conditions

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SECTION 2 – Grant Recipient outcomes and related targets for delivery 2018/19

Outcomes	Deliverable Targets for 2018/19: Activities, volumes and outputs
Transgender young people have the opportunity to attend the National Gathering as part of the YOYP to meet and socialise with young people from across Scotland, and improve their confidence, skills and resilience	10 young people access the National Gathering for a 3 day residential experience. Evaluation report.
We will provide opportunities for transgender and	We will run a weekly group for transgender and non-binary young people aged 13-17. We will raise awareness of the group across social media

non-binary young people to access goal focussed support, and meet peers in an inclusive space	and across Edinburgh Schools. We will meet with 30 individual young people We will support 20 young people from this groups to attend Edinburgh Pride 5 young people will gain accreditation with Saltire Awards for their role in designing and delivering workshops.
We will provide opportunities for volunteers to be part of this project, (PVG's, range of training and support)	1 Case study by a volunteer demonstrating the impact of volunteering with LGBT Youth Scotland
We will demonstrate the impact of this work for individuals	We will provide 2 case studies of young people which captures their experience We will provide stats to demonstrate the reach of the group. We will share any recommendations.

SECTION 3 - Council Funding Conditions

These are the City of Edinburgh Council's (CEC) standard conditions for the award of grant funding.

The Council provides grant funding to third parties to improve social, environmental and economic outcomes for Edinburgh's citizens and communities. The Council is committed to working in partnership with third party organisations, to ensure the agreed outcomes / objectives related to this funding are delivered.

If you want to be considered for a CEC grant, you must be willing to accept the following conditions. There may be additional conditions applied by the specific Council service making individual grant awards.

1 General

- 1.1 You must provide confirmation that your organisation is properly constituted. You will be asked to provide a copy of your constitution to the Council.
- 1.2 You must only use the Council funds for the purposes agreed with the Council as stated in your funding agreement and these should be treated as restricted funds in your organisation's accounts.
- 1.3 The Council operates a principle of proportionality which means the standards expected of larger grant funded organisations are more exacting than those of

smaller bodies. However, regardless of an organisation's size, it is expected that all will apply good operational practices with respect to financial management, good governance, record keeping, employment, equalities and rights and sustainability.

2 Sound Financial Practice

- 2.1 Your financial accounting practices will meet as a minimum the essential elements and requirements of the Office of the Scottish Charity Regulator (OSCR).
- 2.2 If your grant is more than £10,000 in total, you will need to submit to the Council financial information as required by OSCR. This financial information should be returned each financial year, either by 31 July or another date agreed with the relevant service area providing funding.
- 2.3 If your grant is below £10,000 in total, you will need to submit records and receipts to demonstrate that the Council funds were used as indicated within your Funding Agreement. This information should be returned for the previous financial year, either by 31 July or another date set by the relevant service providing funding.
- 2.4 Failure by an organisation to submit the required financial information or annual performance report on request may seriously jeopardise any future funding relationship with the Council.
- 2.5 The organisation's record-keeping and management practices should be of a good standard compliant with the Public Records (Scotland) Act 2011.

3 Monitoring the use of Council funds

- 3.1 The Council service area providing funding and the funded organisation will each nominate a contact person in respect of the grant to:
 - be the initial point of contact on matters relating to their funding relationship; and
 - ensure that the agreed monitoring and review processes are effectively managed.
- 3.2 The Council service area's nominated officer, known as the Grant Monitoring Officer (GMO), will be entitled to attend the organisation's Board/Committee meetings and must be provided with minutes of all such meetings. Attendance at meetings will be based on the level of Council investment and an assessment of the risk of funding not being used for its intended purposes.
- 3.3 For the purposes of co-production and improving the service, the GMO may attend and or meet with service users for the purposes of feedback.
- 3.4 Performance in relation to the Funding Agreement will be reviewed through a variety of means and will involve at least one meeting per year for this purpose. At least a week in advance of this meeting, the Council should be provided with a

written report covering achievements against the Funding Agreement and detailing any outstanding plans for use of the grant.

- 3.5 If your grant is for more than £10,000 per annum, you are required to complete and submit, if requested, to the Council an online Quality Assurance (QA) assessment following the conclusion of each financial year. This covers matters such as:
- % of departmental funding agreement targets (or Council outcomes) achieved
 - % of overall income which the Council grant represents
 - Volunteering and paid staff hours
 - Levels of service use
 - User satisfaction levels
- 3.6 If any Council funds contribute to an organisation's financial reserves, these must be accounted for as restricted reserves. Where possible, an organisation should continue the general good practice guidance of maintaining non-earmarked reserves equal to three months' operating expenditure.
- 3.7 If an organisation is winding up, the GMO must be consulted about any proposals to distribute surpluses and assets. Any unspent Council funding must be returned before any distribution is commenced.

4 Protecting the Environment

- 4.1 Your organisation's policies and practices should minimise any detrimental environmental impacts and complement the Council's commitment to protecting and improving Edinburgh's environment for future generations.
- 4.2 You will ideally have in place, or will develop, an Environmental Policy which complies with the Council's Sustainable Edinburgh 2020 requirements.

5 Equalities

- 5.1 Your organisation must have a commitment to mainstream equalities and rights in accordance with the Equality Act 2010. Both in terms of its practices employing staff and volunteers and in providing services, you should be able to show how the organisation:
- advances equality of opportunity;
 - fosters good relations; and
 - eliminates any unlawful discrimination, harassment and victimisation.
- 5.2 If service users or prospective service users ask, you must produce information in accessible formats (i.e. tape, disk format, Braille, large print (18 or 36 point) and community languages). The Council can help you do this through the services offered by the Interpretation and Translation Service (ITS) who can be contacted on 0131 242 8181. Records of requests for accessible formats should be kept and shared with the Council's GMO at funding agreement meetings.

6 Staff and Volunteers

- 6.1 If your activities involve children and adults at risk, you must:

- vet staff and volunteers using the national disclosure scheme and provide written confirmation that this has been carried out;
- train staff and volunteers to communicate effectively with clients and be aware of relevant safety issues;
- follow the policies and procedures for making the Council aware of any abuse or neglect; and
- be aware and follow the Prevent Duty Guidance for Scotland.

Copies of procedures which may offer a useful framework such as Safer Recruitment Through Better Recruitment are available from your supporting service area.

- 6.2 Vacancies for posts funded (or contributed to) by the Council grant covering six months' duration or longer, should be publicly advertised. Advertising must indicate that the organisation is in receipt of funding from CEC for the post(s) concerned.
- 6.3 If your activities involve the use of volunteers, volunteer management and support should be of the highest standard in line with the Investing in Volunteering scheme.
- 6.4 If a Council funded post lies vacant for a period of time, funding may be reduced proportionately.
- 6.5 Staff must not be hindered in any efforts to establish trade union recognition in your organisation.

7 Sponsorship and Publicity

- 7.1 If offered sponsorship packages that could be considered controversial such as tobacco, alcohol or pay day lending, you must advise the GMO at the earliest opportunity. If you are in doubt, please contact your GMO at the Council to discuss.
- 7.2 If you produce any publicity or promotional information about the organisation (including information of events or exhibitions, social media activity, recruitment information or annual reports), this material must indicate the Council's support, proportionate to the level of funding being provided. In addition, this proportionally must be reflected when listing any other funders / supporters.
- 7.3 You must adhere to Council procedures relating to the acknowledgement of funding e.g. the Council logo, or the words 'Supported by the City of Edinburgh Council' should always appear on promotional material, programmes, annual reports and job vacancy advertisements.
- 7.4 By prior agreement, the Council and the funded organisation shall be entitled to:
- host promotions, photo calls and press briefing at mutually-convenient times, located within the funded organisation;
 - issue press releases regarding areas of the funding relationship at any time throughout the period of the fund; and

- work closely with the Council's Communication Team to identify mutually beneficially promotional opportunities. Your GMO can give you the relevant contact in the Council's Communication Team.

- 7.5 During the period of funding, any press release or other communications activity which relates to the relationship between a funded organisation and the Council, must be agreed by both parties before being issued. Any releases or other communications activity out with this period that relate to activity associated with this funding must also reference the Council's support and the opportunity for the inclusion of a Council comment.
- 7.6 Section 2 of the Local Government Act 1986 prohibits the Council from publishing any material that appears to be designed to affect public support for a political party. The same section also prohibits the Council from awarding funding to organisations for this purpose.

8 Funding Terms

- 8.1 Funding agreements cover a single financial year. Where a grant award spans more than one year, this can be referenced in a funding agreement but awards for a second and subsequent year(s) of funding are "in principle" only. Funding agreements are reviewed and renewed annually and grant awards for second or subsequent years of a grant award are subject to the Council's own financial position as well as its judgement as to the satisfactory performance of funded organisations.
- 8.2 Funding will be issued following the agreement of both parties to the Funding Agreement and related signing. The funds will be paid by the Council in the form of direct payment through BACS to the organisation's bank account.
- 8.3 The funding agreement will record the pattern of payments to be followed. Payment will be by BACS into the organisation's bank account.

9 Breach, termination and variation of the Funding Agreement

- 9.1 The Council shall have the right to demand immediate repayment by the organisation of the whole grant or any part thereof if there is failure to:
- give appropriate recognition of the Council's support as outlined above;
 - comply with all the terms and conditions specified;
 - attend, as appropriate, meetings with the Council;
 - communicate in advance over proposed changes in the Funding Agreement including any inability to meet agreed service delivery outcomes;
 - act to meet the agreed targets contained in the Funding Agreement;

- make decisions or operate systems to the standards expected by the Council in managing public funds.

9.2 This agreement will automatically terminate with immediate effect:

- by reason of fundamental breach, unremedied or repeated default on the Funding Agreement conditions;
- following a breach of statutory duty;
- if the funded organisation is in receivership, insolvent or in liquidation;
- if the funded organisation does anything to bring the Council into disrepute.

Based on any of the above, the Council reserves the right to the return of appropriate funds from the organisation.

9.3 To terminate a Funding Agreement, either party must submit a Notice of Termination to the Registered or Head Office of the other party by recorded delivery or registered post.

9.4 Any party wishing to vary a funding agreement will need to give a minimum of twenty-eight days' notice to the other party(s) of the proposed variation.

10 Miscellaneous Conditions

- 10.1 You can request that specific information you provide to the Council as part of the grant Funding Agreement is exempted from Freedom of Information disclosure. However, no guarantee can be given that the Council can comply with such a request.
- 10.2 You will ensure that you have adequate insurance including public liability and employer's liability.
- 10.3 You will provide, if requested, evidence that where the award is used to purchase items of equipment, the equipment is adequately insured. In the event of the equipment being lost, stolen or damaged and not replaced, money obtained from the insurance must be paid to the Council.
- 10.4 In the event of items of capital equipment funded by the Council being no longer required, or an organisation with such equipment ceasing to exist, at the discretion of the appropriate Director, the equipment should be returned to the Council.
- 10.5 You will notify the Council of any conflict of interest that may reasonably be deemed to affect the impartiality of any member of staff, volunteer, Office Bearer or Board/Management Committee Member on any matter relevant to his or her duties.
- 10.6 You will provide evidence to the Council that the organisation is working to support the principles of Best Value. These principles include:

- Accountability to service users
- Transparency in the organisation's decision-making through easily accessible information
- Demonstration of continuous improvement in the provision of services or activities
- Encouraging ownership of the organisation by all stakeholders through effective consultation processes.

10.7 The Council will not approve grants for projects whose members have been involved in activity deemed to be inappropriate by the Council.

11 New conditions of grant provision

11.1 If there is a need to introduce new conditions of grant, the Council will make organisations aware, including the reasons for their introduction.

SECTION 4 ACCEPTANCE

This section has to be completed after the Council has agreed the targets.

I have read and accept the City of Edinburgh Council's Funding Agreement for 2018/19 on the terms and conditions stated.

For the Funded Organisation: LGBT Youth Scotland

Signature

Print Name

Position - Board/Management Committee Member - *Convener of the Board*

Date *9 May 2018*

Signature:

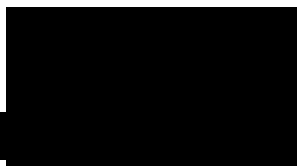
Print Name: *PARTNERSHIP MANAGER (EAST)*

Position - Senior Staff Member/Director/General Manager (please detail)

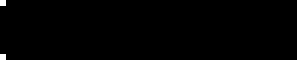
Date

Funding Agreement signed on behalf of the City of Edinburgh Council

Signature



Print Name:



Position: Commissioning Officer

Department: Communities and Families

Date

17/5/18