

LGBT - Youth Scotland



CORPORATE GRANT MANAGEMENT FRAMEWORK

FUNDING AGREEMENT

SECTION 1 - will be completed by THE LEAD DEPARTMENT

SECTION 2 - completed by the APPLICANT

SECTION 3 - 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

Department Ref	S1225
Database Ref.	

- 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 Children & Families
- And**
- LGBT - Youth Scotland
40 Commercial Street
Edinburgh EH6 6JD

- 2 The Lead Department for all communication concerning this Agreement is**

Children and Families

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:

3[a] Date of Award: 11 February 2016

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

3c] Type of Award: Revenue

- 4 Total Amount Awarded by the Council for 2016-19: £**

Funding Department	Amount	Department Contact Person	Tel.
Children and Families	£82596		

5 Funding Period**Starts on:** 1 April 2016**Ends on:** 31 March 2019**6 Funding Agreement progress meetings with the Council****Date of first meeting (if appropriate):****Date**

23rd August 2017

Date of Annual Review Meeting :

tba

7 Expenditure of City of Edinburgh Council revenue funding**7.1 Lead department**

Funds are awarded for 2016/19 only, within the following areas of the organisation's operation:-

Area of operation		Allocation of grant
Grant		£82596
2016/17	£27532	
2017/18	£27532	
2018/19	£27532	

7.2 Departmental Conditions

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SECTION 2 – Grant Recipient outcomes and related targets for delivery 2016/19

Outcomes	Deliverable Targets for 2016/17: Activities, volumes and outputs
1. Young People participate safely and effectively in groups.	<ul style="list-style-type: none"> ✓ Deliver minimum of 10 youth groups per month reflecting : <ul style="list-style-type: none"> - Trans groups - Under 17's Group - Over 17's Group - Project and Participatory Group
2. Young People manage personal, social and formal relationships.	<ul style="list-style-type: none"> ✓ 80 young people attending groups and collective experiences ✓ 80 young people receive individual, person centred and goal focused interventions ✓ 40 young people regularly engaged in social action and youth volunteering ✓ 20 young people demonstrate progression and achievement through Saltire Awards ✓ 10 LGBT young people will meet with decision makers

<p>3. Young People are confident, resilient and optimistic for the future.</p> <p>4. Young people broaden their perspectives through new experiences and thinking.</p>	<ul style="list-style-type: none"> ✓ Consult with young people, teachers and agencies in the development of "Meeting the Needs of Transgender Young People" guidance to ensure Edinburgh schools align with national requirements for supporting transgender young people ✓ Develop and disseminate guidance to support the development of Gender Sexual Orientation Alliances (LGBT+) in Edinburgh schools ✓ Deliver and evaluate 6 LGBT awareness sessions provided to agencies supporting young people still at school ✓ Provide resources to enable Edinburgh Schools to celebrate key cultural dates as part of the cultural calendar
<p>5. Young people express their voice and demonstrate social commitment</p> <p>6. Young People create, describe and apply their learning and skills.</p> <p>7. Young People consider risk, make reasoned decisions and take control.</p>	<ul style="list-style-type: none"> ✓ 2 Edinburgh Young People are engaged with the LGBT youth commissions aligned to the LGBT Youth Manifesto and supported by LGBTYS ✓ 2 LGBT young people are engaged with Young Edinburgh Action or other Edinburgh initiative and supported by LGBTYS
<p>8. Develop the skills of the youth work workforce (medium)</p>	<ul style="list-style-type: none"> ✓ Support the development of MVP and ensure LGBT identities are represented within materials ✓ Meet with CAMHS and wider support services to ensure staff are confident in meeting the needs of LGBT young people
<p>9. Evaluation framework</p>	<ul style="list-style-type: none"> ✓ 80 of trained recipients complete evaluations ✓ Training evaluations demonstrate an increase in knowledge and awareness of LGBTI identities ✓ 2 case studies of partner agencies per annum ✓ 4 case studies of young people per annum ✓ 50 young people from Edinburgh contribute to the Life in Scotland for LGBTI Young People survey ✓ Group Session Records aligned to National Youth Work Outcomes ✓ 1 to 1 Records highlight demographics of Edinburgh Young People seeking goal orientated support.

Outcomes	Deliverable Targets for 2017/18:
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	Activities, volumes and outputs
1. Young People participate safely and effectively in groups. 2. Young People manage personal, social and formal relationships.	<ul style="list-style-type: none"> ✓ Deliver minimum of 10 youth groups per month reflecting : <ul style="list-style-type: none"> - Trans groups - Under 17's Group - Over 17's Group - Project and Participatory Group ✓ 80 young people attending groups and collective experiences ✓ 80 young people receive individual, person centred and goal focused interventions ✓ 40 young people regularly engaged in social action and youth volunteering ✓ 20 young people demonstrate progression and achievement through Saltire Awards ✓ 10 LGBT young people will meet with decision makers
3. Young People are confident, resilient and optimistic for the future. 4. Young people broaden their perspectives through new experiences and thinking.	<ul style="list-style-type: none"> ✓ Review the impact of "Meeting the Needs of Transgender Young People" guidance to ensure Edinburgh schools are adhering to national guidelines ✓ Develop and disseminate guidance to support the development of Gender Sexual Orientation Alliances (LGBT+) in Edinburgh schools ✓ Deliver and evaluate 6 LGBT awareness sessions provided to agencies supporting young people still at school ✓ Provide resources to enable Edinburgh Schools to celebrate key cultural dates as part of the cultural calendar
5. Young people express their voice and demonstrate social commitment 6. Young People create, describe and apply their learning and skills. 7. Young People consider risk, make reasoned decisions and take control.	<ul style="list-style-type: none"> ✓ 2 Edinburgh Young People are engaged with the LGBT youth commissions aligned to the LGBT Youth Manifesto and supported by LGBTYS ✓ 2 LGBT young people are engaged with Young Edinburgh Action or other Edinburgh initiative and supported by LGBTYS ✓ System in place for validating young people's volunteering activities (peer education, resource design, consultations)
8. Develop the skills of the youth work workforce (medium)	<ul style="list-style-type: none"> ✓ Support the development of MVP and ensure LGBT identities are represented within materials ✓ Meet with CAMHS and wider support services to ensure staff are confident in meeting the needs of LGBT young people
9. Evaluation framework	<ul style="list-style-type: none"> ✓ 80 of trained recipients complete evaluations ✓ Training evaluations demonstrate an increase in knowledge

	<p>and awareness of LGBTI identities</p> <ul style="list-style-type: none"> ✓ 2 case studies of partner agencies per annum ✓ 4 case studies of young people per annum ✓ 50 young people from Edinburgh contribute to the Life in Scotland for LGBTI Young People survey ✓ Group Session Records aligned to National Youth Work Outcomes ✓ 1 to 1 Records highlight demographics of Edinburgh Young People seeking goal orientated support.
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Outcomes	Deliverable Targets for 2018/19: Activities, volumes and outputs
<p>1. Young People participate safely and effectively in groups.</p> <p>2. Young People manage personal, social and formal relationships.</p>	<ul style="list-style-type: none"> ✓ Deliver minimum of 10 youth groups per month reflecting : <ul style="list-style-type: none"> - Trans groups - Under 17's Group - Over 17's Group - Project and Participatory Group ✓ 80 young people attending groups and collective experiences ✓ 80 young people receive individual, person centred and goal focused interventions ✓ 40 young people regularly engaged in social action and youth volunteering ✓ 20 young people demonstrate progression and achievement through Saltire Awards ✓ 10 LGBT young people will meet with decision makers
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	<ul style="list-style-type: none"> ✓ 4 case studies of young people per annum ✓ 50 young people from Edinburgh contribute to the Life in Scotland for LGBTI Young People survey ✓ Group Session Records aligned to National Youth Work Outcomes ✓ 1 to 1 Records highlight demographics of Edinburgh Young People seeking goal orientated support.

SECTION 3 - Additional Funding Conditions

Council Conditions

- 1 Funded organisations are required to demonstrate compliance with a number of general conditions, depending on the level of award.
- 2 Organisations must :-

Comply with the Council Standard Conditions for Grant Assistance (supplied as separate attachment).
- 3 Where a Funding Agreement is for £10,000 and above, the funded organisation must submit to the Council upon request a Self Monitoring Annual Report (SMAR) including its performance against the following indicators :-
 - % of departmental funding agreement targets achieved
 - % of overall income which Council grant represents
 - Volunteering* and paid staff profile
 - Levels of service use
 - User satisfaction levels

*Volunteer hours can include time at management committee or board meetings. *Volunteer is defined as unpaid other than expenses

4 In respect of Equalities Policies, the organisation must :-

Level of funding

Targets for progress

£50,000 and above

- Agree to provide to the City of Edinburgh Council evidence of what action you are taking actively to promote access to your services for different equalities groups as per Standard Condition of Grant 5.2.
- Agree to provide to the City Of Edinburgh Council data on the level of use of services by equalities groups;

and

- Agree to provide to the City Of Edinburgh Council evidence of quality analysis relating to equality groups. (This could include customer satisfaction surveys, verbal feedback, focus groups, mystery customers etc)

This information to be reported at the Annual Review Meeting and at the end of 2016-19

Where organisations do not currently have monitoring systems in place, they must indicate the steps they will take to implement such systems, with timescales. The targets must indicate this process requirement.

Council staff undertaking grant monitoring duties are responsible for monitoring progress and for ensuring that disaggregated usage statistics are submitted.

5 Conditions relating to staffing are as follows :-

- Vacancies for posts funded (or contributed to) by the Council revenue grant aid covering 6 months duration or longer, should be publicly advertised and indicate that the organisation is in receipt of funding from the City of Edinburgh Council for the post(s) concerned.
- Management Groups of grant recipient organisations are expected to operate best practice with regard to the contractual matters of staff, including notice periods and redundancy issues that reflect the requirements of law.
- Where grant funding has not been used for the purpose detailed within the funding agreement, the Council reserves the right to request appropriate repayments. In cases where funding contributes to staffing costs, grant payments may be reduced pro rata for any understaffing during the period.

6 **Child Protection**

- The organisation shall immediately notify the Council of any allegations or evidence of abuse or neglect in accordance with the Council's practice guidance in relation to the child

protection guidelines as detailed at the following:
[http://www.edinburgh.gov.uk/info/20046/protect someone from harm/365/child protection](http://www.edinburgh.gov.uk/info/20046/protect_someone_from_harm/365/child_protection)

- The organisation shall develop policies that detail how it intends to provide the Service within the context of the child protection guidelines. The organisation shall ensure that this information on its approach to child protection is made available to the Council and other parties as appropriate.

7 In respect of Annual Review Meetings, the organisation must submit to the funding dept(s) a formal report a minimum of 2 weeks prior to the date of the Annual Review Meeting, detailing achievements relating to the funding agreement, financial situation (current & projected) and future developments.

8 Conditions in respect of reserves and surpluses are as follows :-

- accumulation of financial reserves by grant recipients should not be planned and are acceptable only so long as they are discussed with the Council contact and aim to support activities and targets detailed in this funding agreement. Any Council funds in reserves must be accounted for as restricted reserves.
- the funded organisation must consult the Council about proposals to distribute any surplus available on/before winding up, which should be in line with constitution or company rules. All unspent Council funds should be returned, before distribution of funds is undertaken.

Funding Terms

- 9 Council grant aid must be accounted for as restricted funding and can only be used for the purposes specified in this agreement.
- 10 The funding detailed in this agreement may cover more than one financial year. However, a Council intention to provide funding beyond one is in principle only, subject to Council finances and satisfactory performance.
- 11 The funding is subject to (a) agreeing and signing of the Funding Agreement and (b) (in subsequent years) satisfactory progress to meet the annual Funding Agreement targets. The funds will be paid by the Council in the form of direct payment through BACS to the organisation's bank account alongside notification and letter confirming the level of award. Payments will normally be made on a quarterly basis.

12 Additional miscellaneous funding conditions:-

- The organisation will agree, if requested by the Council to proportionate participation in any specific initiative (in the interest of users and volunteers) relating to co-production, joint service design and co-operative engagement in the design of services.
- If your organisation benefits from the commitment of volunteers, you will agree to work towards and when appropriate achieve the Investors in Volunteering standard in order to ensure that support to volunteers is of the highest quality.
- The organisation will agree to provide for and undertake robust record-keeping and management practices as required by the Public Records (Scotland) Act 2011.

Breach, termination and variation of the Funding Agreement**13 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:-**

- comply with all the terms and conditions specified;
- attend, as appropriate, consultation meetings with the Council;
- communicate in advance over proposed changes in the Funding Agreement;
- meet the agreed targets contained in this Funding Agreement;
- make decisions or operate systems that do not meet the standards expected by the Council in managing public funds.

14 This agreement will automatically terminate with immediate effect:

- by reason of fundamental breach, unremedied or repeated default on the Funding Agreement Conditions;
- follow a breach of statutory duty;
- If the funded organisation is in receivership, insolvent, in liquidation or otherwise cannot meet the outcomes/targets specified in this agreement.

15 On the basis of any of the above, the Council is entitled to the return of any funds it has provided which are unused.**16 A party must submit a Notice of Termination to the Registered or Head Office of the other party by recorded delivery or registered post. A notice of termination of this agreement shall have no effect on the liability of parties to make the agreed payments and provide the agreed service to the date of termination.****17 Any party wishing to vary this Agreement will give a minimum of twenty-eight days notice to the other party (s) of the proposed variation.**

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 2016/19 on the terms and conditions stated.

For the Funded Organisation:

Signature

Print Name

Position - Board/Management Committee Member

Date

31 AUG 2017

CONVENER (CHAIR) OF
BOARD OF TRUSTEES FOR
LGBT YOUTH SCOTLAND

Signature

Print Name

Position – Partnership Manager (East)

Date: 28th August 2017**Funding Agreement signed on behalf of the City of Edinburgh Council**

Signature

Print Name

Position LIFELONG LEARNING
DEVELOPMENT OFFICE

Department:

LIFELONG LEARNING
YOUTH + CHILDREN
(CLD)

Date

13/9/17