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**Voluntary Action Camden - Grant Agreement**

THIS AGREEMENT IS MADE AS OF **2022**

**BETWEEN:**

**Voluntary Action Camden (**hereinafter referred to as VAC), a registered charity (registered charity no: 880216), whose registered office is at Greenwood Centre, Greenwood Place, Camden, London, NW5 1LB (hereinafter referred to as “Greenwood”).

**The VAC’s nominated Contact is:**

|  |  |
| --- | --- |
| Name | Keith Morgan |
| Address | As above |
| Telephone | 07939053735 |
| E-mail | kmorgan@vac.org.uk |

**The Recipient nominated contact for the Agreement is:**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone |  |
| E-mail |  |

# BACKGROUND

**About VAC**

Voluntary Action Camden (VAC) helps new organisations to get started and supports established organisations to achieve their goals.

**What we do:** We enable the development of skills, knowledge, connection and capacity among civil society: individual residents, local community groups and established voluntary organisations that are driven to make Camden a better place to live, work and play.

**Our values:** Trust, Knowledge, Commitment, Approachable

**Our objectives:**

1. To support and empower individuals, groups and communities to become actively involved in civil society, particularly those that are socially excluded
2. To develop opportunities to share good practice and provide access to high quality resources to maximise the efforts of individuals, groups and local communities to achieve their objectives
3. To coordinate the diverse voices of individual and civil society organisations to promote debate and have a positive impact on wider agendas

**About Camden Community Champions Project**

The Department of Levelling Up Housing & Communities (DLUHC) have awarded Camden funding to reduce inequalities in the uptake of COVID vaccination in our communities. Through the Community Champions Project councils and voluntary organisations will deliver a wide range of measures to protect those most at risk - building trust, communicating accurate health information supporting people’s wellbeing, and ultimately helping to reduce disability and deaths save lives. This will include developing new networks of trusted local champions where they don’t already exist.

To help achieve this objective VAC in partnership with London Borough of Camden, C4 and Healthwatch Camden (the partnership) are proposing to design and deliver a new Community Chest Grant programme. As part of the programme the partnership will invite individuals, community groups and organisations to design new and expand existing successful initiatives to encourage vaccine take up in the borough.

**Purpose**

To tackle misinformation and encourage vaccine take-up primarily, whilst addressing wider health and wellbeing, with a particular focus on unvaccinated population and the following groups:

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* People from Caribbean & Black African communities​
* Adults living in the most deprived areas​
* Adults in insecure employment or un/under documented immigration status

Throughout the pandemic VAC has been developing and delivering measures to engage communities to tackle the disproportionate impact the pandemic has had on certain groups, and to provide accurate information about COVID -19 and the vaccines to everyone. This includes our Winter Health Programme sponsored by NCL CCG which helped to deliver NCL CCG Winter Campaign which comprised - building confidence in NHS services; communicating key winter health messages e.g. ‘Immunisation as best protection’; promoting flu and Covid vaccines to drive uptake; and promoting appropriate point of access to health care. We will build on the success of our Winter Health Programme to effectively design and deliver the Community Chest Grant for the Community Vaccine Champion Project.

**DEFINITIONS**

In this agreement, the following terms shall have the following meanings:

|  |  |
| --- | --- |
| Funding partner | The funding organisation which has agreed to provide funding for the Project |
| Recipient | The individual, community group or organisation in receipt of the grant |
| Grant | The total sum to be paid to the Recipient over the Grant period |
| Grant agreement | The information contained in this document accepted by the Recipient together with the terms and conditions and the schedules |
| Grant period | This grant is awarded for period of June 2022 to September 2022 |
| Project | The project for which the grant is given, described fully in Schedule 1 |

**TERMS AND CONDITIONS**

1. The grant will be used exclusively for the project and only by the Recipient in accordance with this agreement.

1. VAC shall be notified in writing of any proposed major changes to the project or its delivery. No such changes will be made without VAC’s agreement in writing.
2. The Recipient accepts the need to evaluate the delivery of the project and its outcomes according to monitoring and evaluation requirements agreed with VAC and set out in **Schedule 2.**
3. Other than in exceptional circumstances, the grant will not be used for goods and services which are bought or ordered prior to receiving the grant offer.
4. The Recipient will appoint a person to act as main contact point for the project to liaise with VAC.
5. Grant payments will be made in accordance with **Schedule 1**.
6. If the entire grant is not spent within the grant period, the unspent amount will be returned to VAC within one month.
7. Other than in exceptional circumstances, the grant will not be increased in the event of an overspend on the project. Grant can only be increased in exceptional circumstances with prior notice and agreement by VAC.
8. The Recipient must promptly repay to VAC 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.
9. All financial records and accounts, including receipts for items bought with the grant, are to be kept for at least six years following receipt of any Grant monies to which they relate. These will be made available to VAC on request. It is understood that this does not release the Recipient from its legal responsibility to keep records for longer periods.
10. The grant will be shown separately in the Recipient’s annual accounts as a restricted fund and will not be included under general funds.
11. The grant will be acknowledged in the annual report, the accounts which cover the period of the grant and in any publicity materials that are produced by the Recipient about the project.
12. The Recipient will inform VAC in advance of any publicity or media coverage of the project and will acknowledge VAC in this coverage, in line with marketing guidelines in **Schedule 3**.
13. The Recipient agrees that VAC and the funding partner can use its name and/or details of the project in its own publicity materials. The Recipient will inform VAC and funding partner of any situation where confidentiality is a particular issue.
14. The Recipient must comply with all relevant legislation relating to children/young people, vulnerable adults and the work it carries out. This also includes recruitment and selection of staff and volunteers.
15. For the purposes of this agreement, VAC and the funding partner act solely as grant providers. The Recipient hereby acknowledges and confirms that:
    * + 1. To the extent that the grant (or part thereof) is used to engage or employ staff – whether under a contract of service, a contract for services, or otherwise – neither VAC nor the funding partner are in any sense a party to that contract;
        2. In the event that an individual, or individuals engaged in the community group or organisation, issues or threatens proceedings against VAC or the funding partner, the organisation will confirm in writing (and, where required, in any legal pleadings) that VAC and the funding partner act solely as grant providers and are not a party to any contract whatsoever with an individual or individuals engaged by the community group or organisation.
16. VAC reserves the right to hold back a grant or seek repayment, in whole or in part, if the Recipient (i.e. any member of the governing body, its staff or volunteers):
17. Is in breach of any of the terms and conditions of the grant as contained in this agreement;
18. Fails to provide information or visits required by VAC, in accordance with the agreed timescales;
19. Supplies false or misleading information to VAC, either before receipt of the grant or during the period of the grant;
20. Fails to follow equal opportunities practice in employing people, recruiting new members and providing services;
21. Fails to administer, organise or run the project with the degree of skill and care to be expected of a competent Recipient;
22. Is dishonest in obtaining funds and/or in its use of such funds or is otherwise dishonest in relation to carrying out its aims; or
23. Closes down, becomes insolvent, goes into administration, receivership or liquidation (sequestration), or makes an arrangement with its creditors.
24. These terms and conditions apply until the Recipient has spent all the grant and until VAC is satisfied that all agreed requirements have been fulfilled.
25. This agreement is subject to satisfactory verification of the Recipient’s bank account details.
26. VAC’s intention is that the Grant will be paid to the Recipient in full. However, without prejudice to VAC’s other rights and remedies, VAC may, in its sole discretion, declare the Grant terminated if:
27. 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;
28. Any portion of the Grant is used in a manner that does not comply with the terms of this Agreement;
29. The Recipient obtains duplicate funding from a third party for the Project;
30. Any member of the governing body, employee or volunteer of the Recipient has acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project;
31. If VAC does not have funding in relation to the Project or does not expect to receive further funding for the Project.

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**Funding Partner**

Signed by:

Print name:

Position:

For and on behalf of **Voluntary Action Camden**

Date:

**Grant Recipient**

Signed by: …………………………………………….

Print name:

Position:

For and on behalf of

Date:

**SCHEDULE 1**

**SERVICE SPECIFICATION**

**1. Delivery**

The Recipient will deliver Community Champion Project upon the terms of this Agreement, at the following location(s):

…………………………………………..

Under this agreement, the Recipient will use the grant to deliver the project during the grant period in accordance with the grant specification which states that each project:

* Able to deliver the programme within the timelines specified in the guidance accompanying this form
* Aims to tackle misinformation and encourage vaccine take-up primarily, whilst addressing wider health and wellbeing outcomes
* Activities are inclusive and accessible
* Can commit to the basic monitoring requirements as described in the guidance accompanying this form Ensure a safe, fun, stigma-free environment, where everyone is treated with respect
* Have all statutory policies around safety and safeguarding in place and operational

In addition, individuals and community groups are encouraged to get in touch with info@vac.org.uk to receive support with preparing their application or delivering their project. Support we can offer includes:

* refining your idea
* getting data and other relevant information to support you application
* holding your grant or setting up a business or community bank account
* Drafting policies required for our due diligence
* submitting your expression of interest form
* publicising your activity/event

**SCHEDULE 2**

**MONITORING AND EVALUATION**

Evaluation and feedback of the provision will be used to examine the impact of the project on tackling misinformation and encouraging vaccine take-up primarily, whilst addressing wider health and wellbeing outcomes, with a particular focus on unvaccinated population and the following groups:

* People from Caribbean & Black African communities​
* Adults living in the most deprived areas​
* Adults in insecure employment or un/under documented immigration status

**1. Beneficiaries monitoring**

The Recipient will track the impact of implementing the project. In particular, the Recipient will:

* Register each participant and ask them to complete a data collection form
* Track the attendance of participants at all activities associated with the project
* Complete an evaluation and case study at the end of the project to capture the impact of all activities associated with the project
* Complete an evaluation and case study at the end of the project to capture how the project has impacted the grant recipient

**2. Financial monitoring**

The Recipient will:

* Keep all receipts, invoices and records of expenditure relating to the project
* Provide budget update when requested by VAC
* Manage the budget to ensure there is no overspend
* Complete financial reconciliation at the end of each year
* Return any unspent funds that have been provided to the Recipient

**SCHEDULE 3**

**COMMUNICATIONS AND MARKETING GUIDELINES**

Under this agreement, the Recipient agrees to:

1. Use VAC logo on their website and on any other communications about the project. The logo will be sent to the Recipient prior to project delivery.
2. Reference their partnership with VAC with all press or media related activities within the project. VAC logo must be used and VAC Communications and Membership Manager can help advise in this area if required.
3. Inform and involve VAC of all press and media related activities. All press releases and other public communications about the project and about VAC must be approved by VAC in advance.
4. Link to VAC website, Facebook or Twitter pages from their own social media outlets.

<https://vac.org.uk/>

https://www.facebook.com/VoluntaryActionCamden

<https://twitter.com/onecamden>

1. Inform the others in the community group or organisation and wider community about the project and the support from that the Recipient have received.
2. Use VAC registered charity number and website address on all project communications.

Website: <https://vac.org.uk/>

Registered Charity Number: 880216

1. Accommodate VAC visits by donors, stakeholders, staff and other VAC representatives at reasonable request.
2. Collect photo and interview consent from participants and parents (when appropriate) if requested by VAC at reasonable request.