

SAMPLE FUNDING AGREEMENT

FUNDING AGREEMENT – REVENUE GRANT

I agree to accept, on behalf of, a grant of £..... (Payable in quarterly instalments) from the United Utilities Trust Fund being the total amount awarded under this agreement.

This funding is for the period ofto

I agree to accept the following conditions of receiving the grant:

- a) The grant will be spent for the expenditure purposes detailed in our project application to the Trust as confirmed, and where appropriate, amended by; the Trust’s award letter.
- b) All salaried vacancies funded by the Trust will be advertised in such a manner as to ensure equality of opportunity.
- c) Employment and working conditions for project staff will comply with all relevant employment and health and safety legislation and codes of practice.
- d) All expenditure in connection with the project will be completed by the end date unless otherwise agreed in writing with the Trust.
- e) The grant will be treated as restricted funds and used solely for the purposes in the project application. The grant and associated expenditure will be separately accounted for unless otherwise agreed in writing with the Trust.
- f) Any grant not spent by the end date will be accounted for and may have to be returned to the Trust.
- g) Projects must commence within 3 months of the Trust’s offer unless dispensation is agreed.
- h) Capital purchases will normally be made within three months of receipt of the first grant instalment. Payment will be released on receipt of invoice and paid direct to the supplier. Expenditure on alternative items will not be permitted except by prior written agreement with the Trust.
- i) Monitoring forms and other reports will be completed in full and returned within three weeks of the period end.
- j) Staff of the Trust or authorised representatives will be permitted to visit the project, meet project staff and have access to any information relevant to the progress and conduct of the project except any information which would identify individual clients and therefore be a breach of client confidentiality.
- k) The Trust’s support will be acknowledged in annual reports, vacancy adverts and other information issued by the organisation concerning the project.

- l) For purposes of project evaluation the Trust may request organisations to carry out customer satisfaction surveys.
- m) Any variations to the project or the above requirements must be agreed in writing with the Trust before the variation is made.
- n) If your project involves delivery of any of the following: free at source non-commercial debt counselling/debt adjustment/credit information services your organisation must be authorised by the Financial Conduct Authority (FCA) to undertake these activities unless you benefit from exemption.
- o) The organisation has arrangements in place to continue the project if the funded employee during their term of employment is not able to fulfil the work required to maintain outputs agreed. In such an event the organisation will notify the Trust in writing within two weeks of the person's absence.
- p) Funding must not be used to cover sick pay for periods exceeding two weeks or for absence from work for any other reason (except annual holidays).
- q) Any person employed to work on a project delivering money advice must be or become a member of the Institute of Money Advisers (within the first month of employment) and gain a Certificate of Accreditation (within 6 months of employment).

I accept that if the project is in breach of the above requirements, or if project objectives are not being met, or if the Trust's objects no longer allow it to support the project, the Trust may withhold payment of the next instalment of the grant, or make payment of the next instalment subject to further conditions. I further understand and accept that, if the Trust is subject to a shortfall in overall funding, it may give reasonable notice that funding of the project can no longer be continued.

Signed on behalf of:

Signature:

Date:

Name:

Chair of Organisation: