



**GRANT AGREEMENT**

**POLICE AND CRIME COMMISSIONER FOR THAMES VALLEY**

**and**

**(Organisation name)**

**POLICE AND CRIME COMMISSIONER GRANT TERMS AND CONDITIONS FOR THE FOR THE DOMESTIC VIOLENCE COMPLEX NEEDS PILOT APPLYING WITH EFFECT 1<sup>ST</sup> OCT 2015 TO 31<sup>ST</sup> MARCH 2017**

**1. Introduction and definitions**

1.1 This agreement (the "Grant Agreement") consists of 23 paragraphs, 3 Schedules and 1 Annex. It replaces any previously agreed grant terms and conditions with the Police and Crime Commissioner for Thames Valley.

1.2 In this Grant Agreement:

The "**Authority**" means the Office of the Police and Crime Commissioner (OPCC) Thames Valley..

The "**Funding Period**" means the period from X to X

The "**Grant**" means the grant payable by the Authority to the Recipient under the terms of this Grant Agreement, the amount of which (the "**Grant Amount**") shall not be more than Year 1:

The "**Purpose**" means to fund the Recipient's bid as detailed in **Schedule 1**.

The "**Recipient**" means

1.3 References to any statute or sub-ordinate legislation in this Grant Agreement include references to any amendments or replacements to the statute or sub-ordinate legislation that may be enacted from time to time.

**Terms and conditions**

**2. Grant Offer**

2.1 Subject to the Recipient complying with the terms and conditions set out in this Grant Agreement, the Authority offers to pay the Grant to the Recipient as a contribution towards eligible expenditure.

2.2 The Recipient acknowledges that the Authority agrees to fund it only for the amount, the Funding Period and for the Purpose specified in this Grant Agreement.

2.3 This Grant is paid to the Recipient in exercise of the power conferred by the Police Reform and Social Responsibility Act 2011.

**3. Purpose and extent of the Grant**

3.1 The Recipient may not use the Grant for any activities other than the Purpose, or as approved in writing by the Authority. Further details of the Purpose of the Grant are as defined in **Schedule 1**.

**4. Amount of the Grant**

4.1 The Authority has agreed funding of **up to** the Grant Amount, subject to compliance by the Recipient with the terms of this Grant Agreement and its Schedules.

**5. Timing of the Grant**

- 5.1 Payments will be made in accordance with **Schedule 2**, within 28 working days of the receipt of a **Consolidated Report** as set out in **Annex A**.
- 5.2 In order for any payment to be released, the Authority will require the Recipient to:
- 5.2.1 have signed and returned a copy of this Grant Agreement to the Authority,
  - 5.2.2 have provided the appropriate bank details, and
  - 5.2.3 be in compliance with the terms and conditions of this Grant Agreement.
- 5.3 The Authority reserves the right to withhold all or any payments of the Grant if the Authority has reasonably requested information/documentation from the Recipient and this has not been received by the Authority in the timescales reasonably required.
- 5.4 The Authority is not permitted to pay the Grant in advance of need. If the Authority reasonably believes that payment is being made in advance of need, it may change the timing and/or the amount of any outstanding Grant payments.

## **6. Eligible expenditure**

- 6.1 Eligible expenditure consists of payments by the Recipient for the Purpose. Eligible expenditure is net of VAT recoverable by the Recipient from HM Revenue & Customs and gross of irrecoverable VAT.
- 6.2 The Recipient shall account for the Grant on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.

## **7. Managing the Grant**

- 7.1 Each party must notify the other of:
- (a) the nominated person who will act as the party's authorised representative; and
  - (b) the contact details of the authorised representative and any deputies.
- 7.2 The Authority requires the Recipient to submit in-year monitoring and evaluation information to be agreed with the Authority's representative, and attend project steering group meetings as reasonably requested by the Authority's representative.
- 7.3 The Authority may, in addition, ask the Recipient to clarify information provided to it. If so, the Recipient shall comply with any reasonable request.
- 7.4 **Consolidated Reports** shall be submitted by the Recipient to the Authority on or before for year 1, and for year 2. This report must:
- (a) be in the format set out in **Annex A**;
  - (b) be fully completed to the satisfaction of the Authority;
  - (c) be signed by a Treasurer, Finance Officer or equivalent;
  - (d) be signed by the Project Manager; and
  - (e) contain a breakdown of expenditure for the entire Funding Period as set out in the **Indicative Lines of Expenditure** section of **Schedule 1**.

- 7.5 The Authority may, in addition, ask the Recipient to provide it with forecast outturn information to allow the Authority to calculate its end of year financial accruals. If so, the Recipient shall comply with any reasonable request.
- 7.6 The Recipient must notify the Authority as soon as reasonably practicable that an underspend is forecast. **Any underspend of Grant funds cannot be carried over to the following financial year except with the express consent of the Authority.**
- 7.7 If an overpayment of the Grant has been made, the Authority will recover the payment.
- 7.8 The Recipient may not vire funds between this Grant and other grants made to it.
- 7.9 The Recipient's Treasurer, Finance Officer, or equivalent will ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure. The Treasurer, Finance Officer, or equivalent should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams.
- 7.10 The Recipient undertakes to complete the work for which the Grant is provided. The work should be completed within agreed timescales, and the Recipient will report any significant variations to spending on work funded by the Authority.

## **8. Records to be kept**

- 8.1 The Recipient must:
- (a) maintain and operate effective monitoring and financial management systems; and
  - (b) keep a record of expenditure funded partly or wholly by the Grant, and retain all accounting records relating to this for a period of at least six years after the end of the Funding Period. Accounting records include: original invoices, receipts, minutes from meetings, accounts, deeds, and any other relevant documentation, whether in writing or electronic form.
- 8.2 Where the Recipient is working in partnership and its partner(s) wish to retain such documentation, the Recipient should obtain from the partner(s):
- (a) an annual, written statement, signed by the partner's treasurer, of how the money was spent; and
  - (b) a signed undertaking that the partner will retain such documents for the period prescribed above.
- 8.3 The Authority may require the Recipient to:
- (a) Seek approval from the Authority prior to disposal of any of the capital assets; and
  - (b) Return proceeds from sale of any capital assets to the Authority.
- 8.4 Assets purchased using the Grant will be the property of the Recipient. The threshold for capitalisation is to be set by the Recipient to ensure it is consistent with the Recipient's own accounting policies.

## **9. Audit and inspection**

- 9.1 The Recipient, without charge, will permit any officer or officers of the Authority, external auditing bodies (i.e. National Audit Office or Audit Commission) or their nominees, to visit its

premises and/or inspect any of its activities and/or to examine and take copies of the Recipient's books of account and such other documents or records as in such officers' view may relate to the use of Grant. In addition, examinations may be carried out into the economy, efficiency and effectiveness with which the Grant has been used. The Authority shall endeavour, but is not obliged, to provide due notice of its intent to conduct an audit.

- 9.2 The Recipient shall ensure that this Grant falls within the scope of audit as part of the Recipient's annual internal and external audit programme. The external auditor will be expected to sign off an Independent Assurance Statement as part of the scope.
- 9.3 The value and purpose of this grant shall be identified separately in the Recipient's audited accounts (or the notes thereto).
- 9.4 The Recipient will send the Authority a copy of its audited accounts.

## **10. Lawful conduct, equal opportunities, use of volunteers and activities funded by the Grant**

- 10.1. The Recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as is binding on the Recipient).
- 10.2. No aspect of the activity funded by the Authority may be party-political in intention, use, or presentation.
- 10.3 The Grant may not be used to support or promote religious activity. This does not include inter faith activity.

## **11. Procurement procedures**

- 11.1 The Recipient must secure the best value for money and shall act in a fair, open and non-discriminatory manner in all purchases of goods and services.
- 11.2. The Recipient must ensure it complies with requirements of the Public Contracts Regulations 2015 (SI 2015/102) (as amended) when procuring works, goods or services as appropriate using Grant monies.
- 11.3. If the Recipient follows a single tender procedure it must provide and document a full justification that can be robustly defended and maintain the relevant documentation on file. Such justification may apply in exceptional circumstances for example where:
  - (a) the requirement can demonstrably be met only by proprietary or specialist equipment; or
  - (b) the requirement can demonstrably be met only by a single available entity with extremely niche skills; or
  - (c) there are simply no alternative sources of supply.

## **12. Conflict of interest and financial or other irregularities**

- 12.1 Members and employees of the Recipient shall be careful not to be subject to conflicts of interest.
- 12.2 The Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Recipient's activities and to be excluded from any discussion or decision-making relating to the matter concerned.

- 12.3 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement, it must notify the Authority immediately, explain what steps are being taken to investigate the suspicion, and keep the Authority informed about the progress of the investigation.
- 12.4. For the purposes of **paragraph 12.3**, “financial irregularity” includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended by the Authority.

### **13. Breach of Grant Conditions**

- 13.1 If the Recipient fails to comply with **any** of the conditions set out in this Grant Agreement, or if any of the events mentioned in **paragraph 13.2** occur, then the Authority may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid. The Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.
- 13.2 The events referred to in **paragraph 13.1** are as follows:
- a) The Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the agreement in advance of the Authority;
  - b) Any information provided in the application for the Grant (or in a claim for payment) or in any subsequent supporting correspondence is found to be incorrect or incomplete to an extent which the Authority considers to be material;
  - c) The Recipient takes inadequate measures to investigate and resolve any reported irregularity;
  - d) The Recipient changes the nature of its operations to an extent which the Authority considers to be significant or prejudicial.
- 13.3 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Authority. In the event that it becomes necessary to take steps to enforce the terms and conditions of this Grant Agreement, the Authority will write to the Recipient giving particulars of its concern or of any breach of a term or condition of the Grant.
- 13.4 The Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Authority’s concern or rectify the breach, and may consult the Authority or agree with it an action plan for resolving the problem. If the Authority is not satisfied with steps taken by the Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of Grant, or to recover Grant funds already paid.
- 13.5 On termination of this Grant Agreement for any reason, the Recipient as soon as reasonably practicable must return to the Authority, any assets or property, or any unused funds (unless the Authority gives its written consent to their retention) then in its possession in connection with this Grant Agreement.

### **14. Insurance coverage**

- 14.1. The Recipient shall ensure that it has adequate insurance coverage (including but not limited to public liability insurance) in place, and shall provide evidence of such insurance to the Authority on request.
- 14.2. The Recipient may request, and the Authority, acting reasonably, may agree that the provisions of **paragraph 14.1** above shall be waived in light of the Recipient being a public body and therefore having appropriate self-insurance arrangements in place.

## 15. Indemnity

- 15.1 The Authority accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they arise from personal injury or death which is caused by the Authority's negligence.
- 15.2 The Recipient agrees to indemnify the Authority for any costs, claims, damages or losses which arise as a result of negligence by the Recipient or out of any breach by the Recipient of any terms of this Grant Agreement.

## 16. Intellectual Property Rights

- 16.1 The Recipient shall grant to the Authority at no cost an irrevocable, royalty-free perpetual license to use and to sub-license the use of any material created by the Recipient under the terms of this Grant Agreement for such purposes as the Authority shall deem appropriate.
- 16.2 Publicity and written material relating to the work funded by this Grant shall acknowledge this either in the body of the copy or with 'Funded by:' written alongside the Authority's logo.
- 16.3 The Authority must be given advanced notice of any publicity, media releases, campaigns and events planned by the Recipient.
- 16.4 Unless otherwise agreed with the Authority all media releases, campaigns and publicity events relating to the service must be done jointly by the Recipient and the Authority.

## 17. Funding Period and Termination

- 17.1. The Authority does not commit to renew or continue financial support to the Recipient after the Funding Period.
- 17.2 The Authority may terminate this Agreement forthwith by serving a written notice on the Recipient if:
- a) the Grant or any part of it is being used for any purpose other than the purpose set out in this Agreement;
  - b) the Recipient has made any false, incorrect or misleading statement in order to obtain this Grant or has been involved in any illegal activity or improper act in its administration;
  - c) the Recipient has failed to remedy any breach of this Agreement within 28 days (or such other period as the Authority agrees in writing) of being served with a notice pointing out the breach requiring its rectification.
- 17.3 The Recipient may terminate this Agreement forthwith by serving a notice on the Authority in writing if it has made a written request for payment (through the mid year and end year **Consolidated Report**) of a sum properly due to it under this Agreement and the Authority has failed to make payment of that sum within 28 working days of receiving the **Consolidated Report**.
- 17.4 Notwithstanding **paragraphs 17.2 and 17.3** above, this Agreement may be terminated by either party giving the other at least three months (or other agreed time period) notice in writing.

17.5 With reference to **paragraph 17.4** above, in the event that either party exercises its right to give notice of termination under this Agreement, the Authority will reimburse the Recipient in relation to expenditure reasonably estimated and actually incurred in providing services within the scope of this Agreement up until the effective date of termination. The right to reimbursement can be excluded if termination of the agreement is enacted under the provisions set out in **paragraph 17.2** above.

17.6 Any termination of this Agreement will be without prejudice to any other rights or remedies of the parties under this Agreement or at law and will not affect any accrued rights or liabilities of the parties at the date of termination.

## **18. Amendments to the Grant Agreement**

18.1 This Grant Agreement and the Grant Letter set out the entire agreement between the parties. They replace all previous negotiations, agreements, understandings and representations between the parties, whether oral or in writing.

18.2 Any amendments to this Grant Agreement and/or the Grant Letter shall only be valid if they are in writing and signed by an authorised representative of both parties.

## **19. Freedom of Information and Data Protection**

19.1 Where applicable, the Recipient and the Authority are required to comply with the Freedom of Information Act 2000 (the "FOI Act") and any statutory modification or re-enactment thereof, any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner.

19.2 The Recipient agrees to assist and cooperate with the Authority to enable the Authority to comply with its obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement.

19.3 The Recipient agrees to comply in all respects with the provisions of the Data Protection Acts 1984 and 1998 and the Electronic Communications Act 2000 and any statutory modification or re-enactment thereof (the 'Data Protection laws').

19.4 The Recipient agrees to assist and cooperate with the Authority to ensure any data processed arising out of this Grant Agreement, or for or on behalf of the Authority as a result of this Grant Agreement, complies with the requirements any relevant Data Protection laws.

## **20. Transparency**

20.1 The Recipient acknowledges that the Authority shall disclose payments made against this grant of value **£25k** and above, in accordance with the Government's transparency agenda.

20.2 No information shall be disclosed if such disclosure would be in breach of any Data Protection laws, or is exempted from disclosure under the FOI Act.

## **21. Notices**

21.1 All notices, invoices and other communications relating to this Grant Agreement shall be in writing and in English and shall be served by a party on the other party at its address shown at the head of this Grant Agreement.

21.2 Notices delivered hereunder shall be deemed to be delivered:

21.2.1 if delivered by hand, upon receipt;



21.2.2 if sent by pre-paid registered first class post (providing it is not returned as undelivered to the sender), two (2) working days after posting;

21.2.3 if sent by electronic mail, on the date of delivery subject to the following conditions:

- (a) when an electronic mail is sent on a day which is not a working day or after 3:00pm on a working day, the electronic mail is deemed to have been received on the next working day; and
- (b) each electronic mail containing a formal notice under this Agreement shall be sent with a delivery receipt requested and shall not be deemed to have been received until the sender receives a confirmatory delivery receipt.

## **22. Contract (Rights of Third Parties) Act 1999**

22.1 No person who is not a party to this Grant Agreement shall have the right to enforce any of its terms.

## **23. Governing Law**

23.1 This Grant Agreement shall be subject to and construed in accordance with English Law and subject to the exclusive jurisdiction of the courts of England and Wales.

Thames Valley Office of the Police and Crime Commissioner  
Thames Valley Police Headquarters

**ACCEPTANCE OF GRANT**

**X** accepts the offer of Grant contained in this Grant Agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

**On behalf of X**

Project Manager/Project Contact

Signature:	
Name:	
Date:	
Position:	

Treasurer, Finance Officer or equivalent (if different to above)

Signature:	
Name:	
Date:	
Position:	

**Bank details for grant payment**

Bank name:	
Branch name:	
Sort code:	
Account name:	
Account number:	
Address:	
Post code:	

**Signed on behalf of the Finance and Strategy Directorate:**

Signature:	
Name:	
Date:	
Position:	

**OPCC USE:**

Payment instructions

Adelphi codes:	Directorate code	Cost centre	Account code (1)	Account code (2)	Project code	Supplier code

## SCHEDULE 1 – THE PROJECT

Copy of bid here

### Specific conditions

- Funding is conditional on adherence to an evaluation plan as identified by Schedule 3.

### Indicative Lines of Expenditure

The tables below set out the **Indicative Lines of Expenditure** as provided for in the bid submitted to the PCC. Based on this information, the overall funding provided by the Grant shall not be more than **(Specify amounts)** The specified **capital** and **resource** levels should not be exceeded. The Recipient cannot vire funding between resource and capital **Lines of Expenditure**.

### 2015/16 and 2016-17

<b>Funding requested for 1<sup>st</sup> Oct 2015 to 31<sup>st</sup> Mar 2017</b>	<b>Authority Contribution</b>	<b>Capital/Resource</b>
<b>Activity – Indicative Lines of Expenditure</b>	<b>Contribution to funding</b>	<b>Capital/Resource</b>
Lead organisation	0	Resource
Travelling expenses	0	Resource
Telephone and computing	0	Resource
General expenses	0	Resource
Total Payroll costs	0	Resource
Training	0	Resource
Recruitment	0	Resource
Overhead allocation	0	Resource
<b>Total year</b>	<b>£0</b>	<b>Resource</b>

**SCHEDULE 2 – PAYMENT SCHEDULE**

Payment Reference	Period:		Payment date*
	From	To	
3			
4			
5			
6			
7			
8			

\*Subject to paragraph 5.

## **SCHEDULE 3 – MONITORING AND EVALUATION REQUIREMENTS**

### **Monitoring**

The Recipient shall provide, without exception, reports on a half-yearly basis (see **paragraph 7.4**) by fully completing the **Consolidated Report** provided in **Annex A**, thereby providing financial, project monitoring and particular savings/benefits/efficiencies being realised.

In addition, the Recipient must identify any possible underspend and notify the Authority as soon as reasonably practicable that an underspend is forecast.

**Note: The in-year monitoring information requirements are separate to the auditing requirements detailed in paragraph 9, and the Authority may request the Recipient to clarify any information provided.**

### **Evaluation**

The OPCC expects to undertake a robust and thorough evaluation of X project and continued funding will depend on the provision of accurate and timely information to inform the evaluation as agreed between the recipient and the nominated officer for the OPCC.

**ANNEX A: To be submitted no later than end Apr 2016, end Oct 2016 and end Apr 2017.**

Recipient:-

Date report completed:-

**Basic questions**

By answering each of the following questions, you will satisfy us that you are making good use of the grant funding in accordance with the grant agreement. It's absolutely fine to answer "No" but you should justify this answer in the subsequent sections.

Do you intend to draw-down the full grant award amount this year?	Choose an item.
Have you checked that you are you fully compliant with the terms of the grant agreement?	Choose an item.
Is the project on track to deliver the benefits outlined in the bid?	Choose an item.
What is your overall assessment of project risk? (L=low, M=medium, H=high)	Choose an item.

**Expenditure information**

Completing expenditure information correctly is extremely important. "Planned grant" spend (columns 1 and 2) refers to how you anticipated you would spend grant funds in the original bid. "Actual grant" spend (columns 3 and 4) refers to how you have spent the award from the PCC. "Actual grant" spend may differ from "planned grant" spend, if delays are expected, or spend happens in a different quarter than originally anticipated. "Actual total" spend (columns 5 and 6) is for the project as whole.

Financial quarter	Status	1. Planned <u>grant</u> capital spend	2. Planned <u>grant</u> resource spend	3. Actual <u>grant</u> capital spend	4. Actual <u>grant</u> resource spend	5. Actual <u>total</u> capital spend	6. Actual <u>total</u> resource spend
<b>Q3/Q4 2015/16</b>	Achieved	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000
<b>Q1/Q2 2016/17</b>	Select.	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000
<b>Q3/Q4 2016/17</b>	Select.	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000	£ 000,000
<b>Total</b>		£ 000,000	£ 000,000	£ 000,000 (*)	£ 000,000 (*)	£ 000,000	£ 000,000
<b>Grant funding received in total</b>				£ 000,000 (*)	£ 000,000 (*)		
<b>Payment requested</b>				£ 000,000 (*)	£ 000,000 (*)		

(\*) Payments will be made on the basis of these figures.

"Forecast grant" spend (columns 3 and 4) and "forecast total" spend (columns 5 and 6) may differ from the original bid if delays are expected, or spend is likely to happen in a different quarter than originally anticipated.

**Delivery**

Please take this opportunity to describe the delivery of the project to-date, **and** the **planned** and **actual** spend against the **Indicative Lines of Expenditure** listed in the relevant Section of **Schedule 1 of your Grant Agreement**. Against each line of spend, please indicate whether it is **Capital** or **Resource**.

**Enter your description here.**

## Indicative Lines of Expenditure for 2015/16 and 2016/17

Activity – Indicative Lines of Expenditure	Planned grant spend (£)	Resource/ Capital (please specify)	Actual grant spend (£)	Resource/ Capital (please specify)
Lead organisation		Resource		Resource
Travelling expenses		Resource		Resource
Telephone and computing		Resource		Resource
General expenses		Resource		Resource
Total Payroll costs		Resource		Resource
Training		Resource		Resource
Recruitment		Resource		Resource
Overhead allocation				
<b>Total year 18 month funding</b>	<b>£</b>	<b>Resource</b>		<b>Resource</b>

### Description of reasons for variance from planned performance

*Please take this opportunity to discuss the variance of delivery, spend and outcomes against plans. Set out how you intend to recover the schedule to deliver within the terms of the grant agreement.*

*Discuss variance here.*

### Risks and Issues

*The following section provides an overview of things that have affected delivery and that you are working to address (issues), and things that might impact in the future and you are working to mitigate against (risks). It is expected that there will be risks and issues with any project.*

#### Top 3 Issues

Description	Severity (L, M, H)	Actions being taken and progress being made.
Click here to enter text.	Select.	Click here to enter text.
Click here to enter text.	Select.	Click here to enter text.
Click here to enter text.	Select.	Click here to enter text.

#### Top 3 Risks

Description	Prob-ability (L, M, H)	Impact (L, M, H)	Risk level (L, M, H)	Mitigating actions and progress being made	Assessment post mitigation (L, M, H)

Click here to enter text.	Select.	Select.	Select.	Click here to enter text.	Select.
Click here to enter text.	Select.	Select.	Select.	Click here to enter text.	Select.
Click here to enter text.	Select.	Select.	Select.	Click here to enter text.	Select.

<b>Sign-off</b>	
<b>Grant Recipient:-</b> I confirm that on the basis of the information provided in this report, progress and costs are accurate and in compliance with the terms and conditions of the Grant Agreement	
<i>Name</i> Click here to enter text.	<i>Position</i> Click here to enter text.
<b>Treasurer, Finance Officer or equivalent:-</b> I certify to the best of my knowledge and belief that: <ul style="list-style-type: none"> <li>a) The information provided is correct; and no other specific Exchequer grants, other grants or contributions have been or will be payable for the expenditure in respect of the grant being claimed;</li> <li>b) The expenditure has been incurred only for the purposes set out in the terms and conditions of the grant agreement for the above grant stream.</li> </ul>	
<i>Name</i> Click here to enter text.	<i>Position</i> Click here to enter text.
<b>OPCC Sign-off (Internal use only)</b>	
<i>Name</i> Click here to enter text.	<i>Position</i> Click here to enter text.

<b>Payment details</b>
Bank account number:- 00000000 Sort code:- 00-00-00

<b>Contact details</b>	
<b>Project Lead:</b>	
<i>Name</i> Click here to enter text.	<i>Telephone Number and Email Address</i> Click here to enter text.
<b>Treasurer, Finance Officer or equivalent for any queries on this return:</b>	
<i>Name</i> Click here to enter text.	<i>Telephone Number and Email Address</i> Click here to enter text.