

██████████  
Chief Executive  
New London Architecture  
The Building Centre  
26 Store Street  
London WC1E 7BT

**Department:** GLA Regeneration  
and Economic Development team

**Our ref:** NLA and LFA sponsorship

**Date:** 29/06/2021

Dear ██████████

**Grant Funding in respect of GLA Principle Sponsorship of New London Architecture and London Festival of Architecture 2021-22**

I am pleased to confirm that **THE GREATER LONDON AUTHORITY** whose principal offices are at City Hall, The Queen's Walk, London, SE1 2AA (the "Authority" or the "GLA") has agreed to grant New London Architecture Limited of/whose registered office\* is 16 Beaufort Court, Admirals Way Docklands, London, E14 9XL Company registration number: 2924619 ("You/Your") forty-two thousand pounds sterling (£42,000) towards the cost of the Project (the "Funding").

The Funding is granted by the GLA to meet the objectives set out in Appendix 1 to this letter (the "Objectives") subject to the following terms and conditions:

1. The Funding must be used exclusively for meeting the Objectives and for no other purpose and must be applied in accordance with the provisions of Appendix 1. In the event that You wish to utilise the Funding in different proportions from those set out in Appendix 1 You must obtain prior written consent from the GLA.
2. Subject to Your compliance with all of the provisions of this letter, the GLA shall, within 30 days of receipt of valid funding claims (to be made in accordance with the timetable set out at Appendix 1 ("Project Funding Timetable") and accompanied by a written report detailing Your progress in relation to meeting the Objectives and any other information the GLA may require), pay You sums in respect of such claims provided that they shall not exceed forty-two thousand pounds sterling (£42,000) in aggregate. Where, at any point in the opinion of the GLA, satisfactory progress has not been made by You in meeting Your obligations or You are in breach of Your obligations as set out in this letter and appendices to it, the GLA shall be entitled to reduce, suspend, withhold and/or require re-payment of the Funding. The provision of the Funding amounts to a conditional gift and is therefore not subject to VAT. If, at any time, however, it is held to be subject to VAT, then You agree and acknowledge that the Funding shall have included any and all applicable VAT.
3. You must ensure that the requirements set out in this letter, and in any clarification or guidance issued from time to time by the GLA, are complied with. In particular You shall:

- a) agree in writing in advance with the Authority any changes to any of the Objectives;
  - b) establish, implement and utilise effective monitoring and financial systems, so that as a minimum the costs funded by the Funding can be clearly identified and the propriety and regularity of all payments and handling of the Funding are ensured;
  - c) notify the GLA of the monitoring and financial systems in place, and comply with the GLA's reasonable requirements for these systems;
  - d) notify the GLA immediately if any financial irregularity in the use of the Funding is suspected, and indicate the steps being taken in response. Irregularity includes (but is not limited to) any fraud, impropriety, mismanagement or use of the Funding for anything other than approved in this letter and appendices to it;
  - e) notify the GLA immediately if any other financial irregularity is suspected, and indicate the steps being taken in response;
  - f) notify the GLA immediately if You are Insolvent (as defined at Clause 17 below), or have no reasonable prospect of avoiding Insolvency in the future;
  - g) keep a record of all expenditure incurred in meeting the Objectives together with full supporting evidence and Additional Funding (as defined at Clause 13 below) received, and You shall deliver to the GLA a report setting out a detailed analysis of how the Funding has been spent, with such report to be approved by the Authority within 30 days of its receipt. All evidence of expenditure incurred such as original invoices, receipts, timesheets and other relevant documents must be kept for at least 6 years after the date of this letter;
  - h) make all relevant documents available and provide access at any time for:
    - i) inspection visits and scrutiny of files by GLA or anyone nominated by the GLA and
    - ii) an external audit and review of the Objectives and of financial appraisal and monitoring systems.
4. You must ensure that, where appropriate, publicity is given to the fact that the GLA is financially supporting You in the Project and the Objectives. You must comply with any guidance on publicity given by the GLA and all publicity referring to the GLA, the Mayor of London and/or any third party partner or sponsor of the GLA shall be subject to the prior approval of the GLA.
5. You must ensure that the GLA's logos (as set out in Appendix 2) are used in any marketing activities undertaken in respect of the Project, including all fliers and posters. You should also incorporate the GLA's logos into the credits of each film that is produced as part of the Project. You must also ensure that You use such other logos specified by the GLA in

marketing the Project and incorporate the same into the credits of each film that is produced as part of the Project.

6. In acknowledging the GLA's grant of the Funding, You must comply with any guidance on publicity provided by the GLA in respect of the use of the GLA logos and/or any logos of any third party partner or sponsor of the GLA and ensure that any use of the GLA logo or any third party partner or sponsor of the GLA is approved by the GLA in writing in advance of its use.
7. You must not do anything that may (in the opinion of the GLA) place the GLA, its third party partners and/or sponsors in disrepute or harm the GLA's reputation and/or that of third party partner or sponsor of the GLA.
8. You will be liable for and indemnify and keep indemnified the GLA against any loss or damage incurred and any injury (including death), suffered and all actions, costs, demands, proceedings, damages, charges and expenses whatsoever arising in connection with the management (including financial management) and carrying out of the Project and the Objectives to the extent that such actions, costs, demands, proceedings, damages, charges and expenses are due to Your negligence or default in carrying out the obligations as set out in this letter and appendices to it.
9. The GLA may at its sole discretion terminate this Agreement at any time whether for breach or convenience by giving two weeks' written notice and in the event of such termination the GLA shall not be obligated to make any further payments of the Funding.
10. You must ensure that You maintain in force policies of insurance with an insurance company of long-standing and good repute in respect of public liability and such other insurance as may be required in order to comply with Your obligations set out in this letter and appendices to it.
11. You must ensure that Your organisation and anyone acting on Your behalf:
  - a) complies with all laws for the time being in force in England and Wales; and
  - b) without prejudice and in addition to Clause 11a:
    - i) comply with all relevant enactments in force from time to time relating to discrimination in employment and the promotion of equal opportunities;
    - ii) acknowledge that the GLA is under a duty under section 149 of the Equality Act 2010 to demonstrate it has paid due regard to the need to:
      - 1) eliminate unlawful discrimination and harassment;
      - 2) advance equality of opportunity between groups who share protected characteristics (including include: age, race, gender, disability, religion or belief, sexual orientation, gender reassignment) and those that do not, in particular,

minimise disadvantage suffered by such groups; taking steps to meet the needs of such groups that are different from the needs of others; encouraging such groups to participate in activity in which their participation is disproportionately low; and

- 3) foster good relations between people who share a protected characteristic and those that do not,

and in undertaking any activity concerning the Project, assist and cooperate with the GLA where possible in satisfying this duty;

- c) assist and co-operate with the GLA where possible in respect of the GLA's compliance with its duties under Clause 11b(ii);

- d) (before the commencement of the Project):

- i) undertake Disclosure and Barring Service checks in respect of all persons engaged in or about the Project (by You, any agent, sub-recipient of GLA Funding, contractor or sub-contractor) where such persons shall be working with children or vulnerable persons or have access to personal data (as defined by the Data Protection Act 1998 and from 25 May 2018, the Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data) concerning such children and vulnerable persons in relation as part of the Project; and

- ii) have in place (and maintain throughout the continuance of the Project) appropriate child and vulnerable persons safeguarding policies, which must, for the avoidance of doubt meet any requirements of the GLA's related policies in this place from time to time, including (without limitation) the GLA's Child Policy and Protection Procedures; and

- e) shall ensure that Your employees, contractors, servants, agents and/or sub-contractors undertake the Project and comply with Your obligations under this letter of agreement in manner which enables the GLA to comply fully with its duties under Part 5 of the Counter-Terrorism and Security Act 2015 and which sets out a duty for specified authorities (and their grant recipients) to have due regard to the need to prevent people from being drawn into terrorism.

12. For the avoidance of doubt both the GLA and You acknowledge and agree that Your Project costs exceed the Funding and that the GLA shall not provide any additional funding and shall not be liable for any sums in excess of the Funding provided under this letter of agreement.

13. You shall use Your best endeavours to secure satisfactory funding from other sources to meet Your Project costs ("Additional Funding") and keep a record of Your activities to raise such additional funding. Records of all additional funding You secure, expenditure You incur, and purposes to which additional funding is put shall, if requested, be provided to the GLA.

14. The GLA may at its absolute discretion reduce, suspend or withhold the GLA Funding, or require all or part of the GLA Funding to be repaid if:
- a) You fail to deliver the Project or meet the Objectives and/or the delivery of the Project is reasonably adjudged by the GLA to be unsatisfactory;
  - b) there is a substantial change to the Project or the Objectives which the GLA has not approved, or any attempt is made to transfer or assign any rights, interests or obligations created under this letter of agreement or substitute any person in respect of any such rights, interests or obligations, without the prior consent in writing of the GLA;
  - c) any information provided in the application for funding or in a claim for payment or in subsequent or supporting correspondence is found to be incorrect or incomplete to an extent which the GLA reasonably considers to be material;
  - d) You fail to comply with any of the terms and conditions set out in this letter of agreement;
  - e) Your composition, ownership or control changes, or You become Insolvent or are dissolved in any way;
  - f) any other circumstances significantly affect Your ability to deliver the Project and/or meet the Objectives or result in or are in the reasonable opinion of the GLA likely to lead to the Project and/or the meeting of the Objectives as approved not being completed;
  - g) any of the events referred to in Clauses 3d, e or f occur;
  - h) insufficient measures are taken by You to investigate and resolve any financial irregularity or the GLA reasonably concludes the Funding is at risk of being misapplied; and/or
  - i) there are any other reasons why in the reasonable opinion of the GLA the Project is being carried out in such a way as to conflict with the objectives of the GLA or bring the GLA into disrepute.
15. You shall notify the GLA immediately and provide the GLA with a full written explanation, if any of the circumstances in Clause 14 above arise.
16. If the GLA becomes entitled to exercise its rights under Clause 14 it may nevertheless decide not to exercise those rights, or not to exercise them to the fullest extent possible, or to delay in exercising those rights. Any decision not to exercise the GLA's rights under Clause 14, or to exercise them only partially or to delay in exercising them, may be made on conditions which will be notified to You provided always that any such decision by the GLA shall not prevent the subsequent enforcement of any subsequent breach of that provision, and shall not be deemed to be a waiver of any subsequent breach of that or any other provisions.

17. "Insolvent" means:

- a) where You are an individual (or if more than one individual than any one of them):
  - i) the subject of a bankruptcy petition;
  - ii) is the subject of an application for an interim order under Part VIII of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002;
  - iii) enters into any composition, moratorium or other arrangement with Your creditors, whether or not in connection with any proceeding under the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002; and
- b) where You are a body corporate (or if more than one body corporate than any one of them):
  - i) a proposal for a voluntary arrangement is made under Part 1 of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or Your directors resolve to make such a proposal;
  - ii) a petition for an administration order is presented under Part II of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or Your directors resolve to present such a petition;
  - iii) a receiver (including a receiver under section 101 of the Law of Property Act 1925 or manager or administrative receiver of Your property (or part of it) is appointed;
  - iv) a resolution for Your voluntary winding up is passed under Part 1V of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or a meeting of Your creditors is called for the purpose of considering that You be wound up voluntarily (in either case, other than a voluntary winding up whilst solvent for the purposes of and followed by a solvent reconstruction or amalgamation);
  - v) a petition for Your winding up is presented to the court under Part IV or by virtue of Part V of the Insolvency Act 1986 as amended by the Insolvency Act 2000 and the Enterprise Act 2002 or a resolution is passed that You be wound up;
  - vi) an application is made under section 895 of the Companies Act 2006 or a proposal is made which could result in such an application;
  - vii) entry into or a proposal to enter into any arrangement, moratorium or composition (other than any referred to above) with Your creditors; or
  - viii) Your dissolution or removal from the Register of Companies or Your ceasing to exist (whether or not capable of reinstatement or reconstruction).

18. For the purposes of Clause 19:

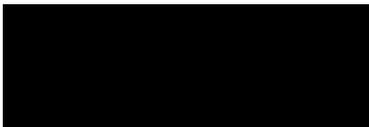
- a) **“Agreement Information”** means (i) this letter of Agreement in its entirety (including from time to time agreed changes to the letter of Agreement) and (ii) data extracted from the claims made under this letter of Agreement which shall consist of Your name, the expenditure account code, the expenditure account code description, the document number, the clearing date and the claim amount; and
- b) **“Transparency Commitment”** means the GLA’s commitment to publishing its agreements, contracts, tender documents and data from invoices and claims received in accordance with the Local Government Transparency Code 2015 and the GLA’s Contracts and Funding Code.

19. You acknowledge and agree that the GLA:

- a) is subject to the Transparency Commitment and accordingly, and hereby give Your consent for the GLA to publish the Agreement Information to the general public; and
- b) may in its absolute discretion redact all or part of the Agreement Information prior to its publication. In so doing and in its absolute discretion the GLA may take account of the exemptions/exceptions that would be available in relation to information requested under the Freedom of Information Act 2000. The GLA may in its absolute discretion consult with You regarding any redactions to the Agreement Information to be published pursuant to this Clause 19. The GLA shall make the final decision regarding publication and/or redaction of the Agreement Information

Please acknowledge acceptance of the terms and conditions of this letter by signing and returning the enclosed duplicate.

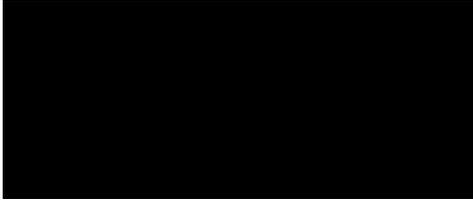
Yours sincerely



**Philip Graham,**  
Executive Director, Good Growth  
For and on behalf of the Greater London Authority

Signed on behalf of New London Architecture and London Festival of Architecture to accept the terms and conditions of this letter in relation to the GLA providing the Funding.

Signature:



Print Name: 

Position: **Chief Executive**

Date: **30 June 2021**

## **APPENDIX 1**

### **The Project**

#### **Background**

The New London Architecture (NLA) is a unique forum which brings together London's architecture, planning and development professionals, together with communities, developers and investors, to explore and promote ways of making London a better place for all. Through an annual programme of events, conferences & workshops, think tanks, site visits, exhibitions, awards and publications, the NLA showcases and promotes London as a hub of creative talent and a leading international centre of learning, creativity, development and growth. This helps to deliver the Mayor's priorities to stimulate regeneration and create new homes and jobs.

The London Festival of Architecture (LFA) is an annual city-wide celebration of architecture and architectural talent in London. It brings architects and communities together to examine how to make our city a better place. It highlights the unique pool of creative talent that London has to offer and promotes London as a leading international centre of learning and creativity, with a wide range of events including; exhibitions, lectures, talks, bike rides, temporary structures and tours of historic buildings.

#### **The proposal**

Principal sponsorship of the NLA provides an opportunity for the GLA to make a significant contribution to the following objectives of the NLA annual programme:

- Contribute to London's profile as an international centre for excellence in the fields of architecture, planning and development by promoting the talent, output and success of these sectors, and help to create opportunities for these sectors to win business from domestic and overseas clients;
- Facilitate innovation, cross-fertilisation and testing of ideas, best practice and professional services through networking and learning opportunities;
- Spotlight, celebrate and communicate the talents and achievements of London professionals, thereby enhancing London's global reputation as a leader in these fields;
- Provide a platform for the architecture and planning sector to showcase the best of their work to a targeted local and international audience;
- Demonstrate commitment to improving the diversity of the built environment profession and to involving professionals from diverse backgrounds in all aspects of the programme;
- Bring together architects and built environment professionals to engage with setting the future agenda for London through debate and engagement in the issues currently affecting London, including housing, public realm, tall buildings and the densification needed to accommodate growth;
- Work with the principal sponsors including the GLA to facilitate high quality events across the capital and give high prominence to the sponsors on the NLA website and all relevant publicity materials.

In line with these objectives, teams across the GLA can access the unique benefits associated with being a Principal Partner of the NLA, which include:

- Key pieces of research:
  - **Resilient London** (launching ahead of COP26 - September 2021) - examining the role that London as a world leading city is playing in mitigating climate change, and preparing for future climate events, with a showcase of key projects and initiatives being led in the city.  
GLA participation through roundtable invitations, an interview to help shape the essay and speaking opportunities throughout the events programme
  - **London's Towns** (November 2021) – exploring how London's villages have responded to the pandemic, the recovery of the CAZ and the projects that have emerged over the last year in response. Investigating London's flexibility and adaptability, looking ahead to how high streets, their surrounding neighbourhoods, and the retail and hospitality sector can evolve.  
GLA participation through round tables invitations, an interview to help shape the essay and speaking opportunities in the events programme.
  - **Opportunity London** (February 2022) – in association with the Mayor of London, this annual report provides an overview of the key development strategies and areas of opportunity across all 32 London Boroughs and the City of London, alongside industry viewpoints on the issues most pertinent to the London Boroughs in delivering growth and renewal  
GLA to contribute strategic view of London
- Expert Panels: Two GLA representatives, as part of this round of experts, on key panels aligned with priorities and goals – including, representation on the New London Sounding Board and the Placemaking Expert Panel from autumn
- GLA involvement in the **Diverse Leaders Programme** – created in collaboration with fourteen organisations dedicated to making the built environment sector more representative through recruitment, progression, and advocacy. This programme celebrates and supports diversity and inclusion in the built environment industry, championing for a representative sector and to overcome chronic discrimination based on gender, ethnicity, disability, sexual orientation, age and socio-economic background to create a strengthened, resilient and representative workforce
  - Co-write the Diverse Leaders Pledge and work together to encourage built environment businesses to sign up to the Pledge. This year, the programme will deliver events and activities on themes such as BAME representation across all levels in the industry, women in leadership, design for people with a disability, opportunities for LGBT+ people, class and age barriers to success and others
- Brand and logo placement as a Principal Partner across all NLA content, communications & media channels. Kitemark two key programmes where GLA are branded against for the coming 12 months, including: 'Resilient London' in line with the GLA's sustainability goals and 'London's Towns' with a key focus on recovery from Covid-19
- Quarterly meetings with Director to discuss areas of priority to tailor GLA engagement with NLA/LFA network

- GLA Involvement in relevant NLA research programmes and publications to be agreed at quarterly meetings
- Opportunity to contribute to digital outputs (blog posts, podcasts/NLA TV, New London Weekly, virtual roundtables etc)
- Continuation of the 'Mayor's Prize' within the New London Awards including GLA table at the New London Awards Lunch
- Disseminate key messages as part of the advocacy strand of the Mayor's Good Growth by Design programme on a quarterly basis
- Invitations to high-level round tables and meetings
- VIP access at NLA networking events across the year
- Discounted rates on sponsorship opportunities across NLA, including MIPIM, LREF and LFA
- Free project submissions to our insight study showcases and discounted rate for case studies
- Free gallery hire for an evening event/reception, in addition to hosting one network meeting for the Good Growth by Design programme with the Mayor's Design Advocates (catering and security costs apply) at the City Centre, as well appropriate pop-up venues throughout the year (to be agreed with NLA in advance)
- Subscriptions to New London Quarterly – 10 hard copies to be made available to agreed GLA staff – and the digital version to be made available to all staff
- Three guest places per conference to be used flexibly by anyone in the business
- Discounts on all additional event tickets
- 30 personal memberships
- All additional personal memberships 20% off

As part of a wider NLA Principal Partnership, headline sponsorship of the LFA allows the GLA to continue to promote the following joint priorities:

- Promoting London as the unrivalled global capital city for modern and historic architecture, as well as the practice and study of architecture.
- Providing the major annual event for London's architecture community to engage with public audiences. Through this engaging the public in the conversation about architecture and our city and demonstrating commitment to diversity in the built environment professions.
- Enabling the LFA to be a time for the profession to celebrate its work and reflect on new ways of working and develop new ideas to strengthen the industry.
- Engaging new organisations and individuals to participate in the festival – thereby helping them have a voice in the discussion about architecture and our city:
  - Host at least five 'View' pieces on the LFA website from practices with diverse leadership, as well as two podcasts
- Upskilling new and existing organisations to allow them to stage better and more effective events as part of the LFA – thus improving the overall quality of festival events
- Promoting diversity within the architecture profession – including though campaigns including The Elephant Campaign, our work with ArchitectureLGBT+ and Pride; and by ensuring speaker panels and other activities within the festival reflect the diversity of London.

- Providing opportunities for emerging architectural talent to showcase their work – particularly through LFA competitions.
- Delivering a range of public realm improvements across London throughout the year – for example the St Paul’s Plinth, City Benches, Dulwich Pavilion – improving the quality of Londoners’ built environment.
- Providing an opportunity for London Boroughs to test new ideas during the festival
- Providing a global stage for London based architects to showcase their work to a global audience – helping to promote their export services to overseas markets.

**Additional Benefits:**

- As a headline sponsor –feature the ‘Supported by Mayor of London’ logo on the LFA website, festival newsletters and in relevant press releases.
- The festival will work with nominated mayoral representatives to promote current mayoral agenda through festival activities – for example through the joint economics study into diversity with the architecture sector.
- Continue to provide a platform for the Mayor, Deputy Mayors or Key GLA spokespeople to address the profession at key LFA events
- Fix quarterly meetings with appropriate Deputy Mayor or Director(s) in order to feed into decision-making on the Festival theme
- The opportunity to put forward a Deputy Mayor or Mayor’s Design Advocate or similar to the curatorial board each year.
- Identifying key PR moments for a contribution from the GLA where relevant, included but not limited to the Festival launch event, Patron’s Dinner and Festival closing event.
- The opportunity to ‘kite-mark’ elements of the LFA programme that are specifically aligned with the Mayor’s Good Growth agenda and the Good Growth by Design programme (including the recommendations of its Supporting Diversity Handbook).
- To assist in monitoring event participation and attendance during the festival.
  - Continue to upskill organisations running events. Add an additional question around measures organisations have taken to encourage participation from a diverse audience.
- The opportunity for GLA Officers to contribute to appropriate panel discussions and events organised during the festival.

**Milestones and Expenditure Breakdown**

Instalment/ Milestone	Date on which claim may be made (subject to milestone achievement)	Evidence (in addition to Invoices)	Amount (£) – UPTO
NLA upfront transfer	n/a	n/a	£22,000
LFA first instalment –	June 2021	Evidence of expenditure incurred to date to support the claim	£10,000

Completion of programme coordination and promotional activity			
LFA second instalment - Completion of review report capturing impacts	September 2021	Evidence of expenditure incurred to date to support the claim and end-of-programme evaluation report with sufficient detail on public engagement/reach and diversity & inclusion	£10,000

APPENDIX 2

The Authority's Logos

SUPPORTED BY

**MAYOR OF LONDON**

## Summary sheet for publication

In compliance with the Local Government Transparency Code 2015

The Greater London Authority must publish details of all grants to voluntary, community and social enterprise organisations. **By signing the grant agreement above, organisations are also accepting the publication of the information** set out below (by GLA officers) and confirming its accuracy:

<b>Overarching grants programme:</b>	Supporting Business, Jobs & Growth mission	
<b>Description/Purpose of the grant:</b>  <b>Brief explanation</b>	<i>Principle sponsorship of the New London Architecture and London Festival of Architecture to enable GLA engagement with annual programme of events, conferences &amp; workshops, think tanks, site visits, exhibitions, awards and publications.</i>	
<b>The grant is for a total of:</b>	Forty-two thousand pounds sterling (£42,000)	
<b>The grant is awarded on:</b>	2021/06/29	
<b>The grant covers the following time period:</b>	From 2021/04/01 to 2022/03/31	
<b>It is awarded to:</b>	New London Architecture Limited	
<b>The recipient is:</b>	<i>A voluntary and community sector organisation:</i> <i>A social enterprise:</i> <i>Other:</i> <i>If "Other" please provide more detail</i> <i>Independent, member-supported organisation</i>	X
<b>Company or charity registration number:</b>	<i>Company number: 2924619</i>	
<b>It was awarded by:</b>	<i>Regeneration and Economic Development Team, Good Growth</i>	
<b>The award of this grant was formally approved by:</b>	N/A	

**IN ORDER FOR THE GLA TO COMPLY WITH THE 2015 LOCAL GOVERNMENT TRANSPARENCY CODE, THE GLA OFFICER WILL FORWARD THIS SHEET AND THE FUNDING LETTER TO THE GOVERNANCE TEAM AS SOON AS IT IS SIGNED.**

*Jack Pascoe ( [jack.pascoe@london.gov.uk](mailto:jack.pascoe@london.gov.uk) )*