

Frazer Swift

Head of Learning & Engagement
Museum of London
150 London Wall
London, EC2Y 5HN

Department: Health

Our ref:

Date:

Dear Mr. Smith

Grant Funding in respect of Museum of London – Dementia Programme (the “Project”)

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 Museum of London of/whose registered office is at the address shown above Registered Charity No. is 1139250 [You/Your] one hundred thousand pounds sterling (£100,000 over two years from July 2018 – June 2020) 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 set out in Appendix 3 (“Progress Update and Claim Form”) and any other information the GLA may require), pay You sums in respect of such claims provided that they shall not exceed one hundred pounds sterling (£100,000) 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); and

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.

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 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 IV 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

Emma Strain

Interim Executive Director
Communities and Intelligence

For and on behalf of the Greater London Authority

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

Signature:

Print Name: Frazer Swift

Position: Head of Learning and Engagement

Date:

APPENDIX 1

The Project

Background Information

Project name	<i>Memories of London</i> (working title) - a proposed Museum of London wellbeing programme for people living with dementia
Area, location and postcode	London
GLA project lead	Gus Wilson, Health Team
Project Delivery Manager	Hazel Vernon, Programme Manager
Contact address	Museum of London 150 London Wall London, EC2Y 5HN
Email	hvernon@museumoflondon.org.uk
Telephone number	020 7001 9844

Project Objectives

Project description
<p>Working with the GLA and the Alzheimer's Society, the Museum of London will develop and deliver a pilot programme of outreach and museum-based activities for people living with dementia.</p> <p>The programme will aim to promote the wellbeing of people living with dementia by using the museum's collections as the basis for reminiscence and other activities that draw on object handling and creative approaches such as music, storytelling, art, craft, poetry and drama (for which we will use specialist freelancers). The outreach elements will focus on local authority care homes and day centres, with an emphasis on the outer boroughs. Museum-based activities may include dementia-friendly tours of the galleries and exhibitions for people in the early stages of dementia, and events for carers of people living with dementia and their wider families.</p> <p>The outreach sessions will be tailored to meet the individual needs and circumstances of each group and will be discussed and agreed in advance with care home and day centre managers. Some aspects of the programme will be project-based, for example visiting the location once a week over five or six weeks, regular sessions for a group that meets at the Museum or at their local museum, and one-off visits as part of the care homes' or day centres' changing programme of activities. Museum-based events will be planned and delivered in consultation with users and support organisations.</p> <p>The Museum of London will work with local partners, eg local authority wellbeing teams, medical and healthcare providers, support groups, museums and archives, in the development and delivery of the programme. This includes liaising with other museums that have similar programmes, for advice and key learnings e.g. National Museums Liverpool, Tunbridge Wells Museum & Art Gallery, the Geoffrey Museum and Dulwich Picture Gallery.</p> <p>The second year of the programme will aim to establish a network group for museums and galleries throughout London to enable the sector to share and promote best practice in working with people living with dementia.</p>

An evaluation framework for the programme will also be developed to assess the impact of the different approaches used.

The programme anticipates that it will achieve:

- 1,000 engagements with people living with dementia in year 1 and 1,500 engagements in year (ie one person taking part in five sessions is five engagements).
- 100 carers/family members will take part in events in year 1 and 200 in year 2.

Achievements [As Expected]

**Part A
Achievements linked to Project Funding Timetable (milestones)**

Oct 2018	Project staff in post from 1 October; consult potential users and benchmark against other museums that are doing this kind of work
Nov 2018	Agree objectives, targets and year 1 budget with GLA; test proposed approaches with users; create evaluation framework for programme
Dec 2018	Continue to test proposed approaches with users and plan pilot project and sessions
Jan – Mar 2019	Pilot a 4-week project with a care home or day centre; pilot outreach sessions; deliver phase 1 Dementia Friends training to museum front-of-house staff
Apr – Jun	Pilot dementia-friendly tours in the museum; pilot museum-based sessions; develop and promote programme for Jul – Sep
Jul – Sep 2019	Deliver programme of onsite tours and sessions and a programme of outreach sessions; deliver one 4-week project with a care home or day centre; evaluate year 1 with recommendations for year 2; agree year 2 targets and budget with GLA
Oct 2019 – Sep 2020	Deliver Year 2 programme (one outreach visit per week, one museum-based tour per month, one museum-based session per month, one 4-week project every quarter, one museum-based event for carers per quarter)
Dec 2019	Large scale museum-based Christmas event for people living with dementia and their carers
Jan – Mar 2020	Deliver phase 2 Dementia Friends training for front-of-house staff
Aug – Sep 2020	Evaluate year 2; large scale end of year 2 museum-based celebration event for people living with dementia and their carers

Progress reports will be provided every quarter, ie in October, January, April and July, including financial and evaluation updates and will include the following outputs:

- Number of care homes/day centres worked with
- Number of partners
- Number of participants
- Number of people attending museum events
- Satisfaction/enjoyment levels
- Number of museum staff trained (Dementia Friends)
- Number of members of new network group for heritage/cultural sector in London

- Number of articles/conference presentations etc for heritage/cultural sector

Part B

Achievements linked to Evaluation (outputs)

These are things that you intend to monitor to demonstrate the impact and success of your project. We recommend starting an online blog or website for your project to keep an online public record of your achievements. This monitoring process is not linked to the release of funds, but it is expected that you would report on these things at the end of the project. Please make this list as long and as detailed as possible, and record all of the fantastic activity and support associated with the delivery of your project. Recording these achievements is useful for the GLA's ongoing monitoring and evaluation, but will also assist with your project development and delivery; for instance, helping you to prepare future funding applications and plan for increasingly ambitious projects should you wish to undertake them.

These may include, but are not limited to:

- Sweat Equity (amount of volunteer hours / in-kind support)
- New members joining your community group (number)
- Local organisations you have engaged with or supported during the project (such as local societies, schools, Tennant and Resident Associations etc.)
- Local partnerships formed during the project (for example, with businesses)
- Local press articles about your project (number)
- Social media reach (associated with project based comms activity)
- *Number of Facebook likes / Twitter followers / blog followers
- *Number of visits to your Spacehive / blog page (google analytics)
- Skills gained by project group members (for example, procurement, budgeting etc.)
- Processes and information learned by group members (for example, about planning)

The public nature of sharing these achievements (via a blog) also contributes to a wider Crowdfunding Programme community, providing a group-generated resource for ideas sharing and trouble-shooting. Some example blogs can be found here:

<http://www.wansteadplayground.co.uk>

<http://peckhamcoalline.strikingly.com/>

<http://goodfood.org.uk>

Achievements for this project should include:

Project Funding Timetable

* To add another row at any point in this table, position the cursor after the far right column, in the row above, and press enter

Italics indicate GLA Pledge (Funding)

Activity	Description / Cost (To match Spacehive)	Resource	Completion Date	CROWDFUNDING CAMPAIGN COSTS		In Kind
				Capital	Revenue	
						Value added
Staffing	<i>1x part time Project Manager 1x part time Project Coordinator This includes the museum's standard 29.5% on-costs</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£67,000</i>	<i>n/a</i>	
<i>Volunteer expenses training and DBS checks</i>	<i>Based on the museum's standard £1</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£1600</i>	<i>n/a</i>	
<i>Freelancer fees</i>	<i>Assuming £160 per day</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£7730</i>	<i>n/a</i>	
<i>Taxis</i>	<i>Assuming an average of £100 per visit</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£13800</i>	<i>n/a</i>	
<i>Materials</i>	<i>-</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£4000</i>	<i>n/a</i>	
<i>Marketing</i>	<i>-</i>	<i>External</i>	<i>1/08/2016</i>	<i>£4000</i>	<i>n/a</i>	
<i>Dementia Friends training for front-of-house staff</i>	<i>To cover the costs of 20 staff being taken off duty to enable them to take part in training</i>	<i>External</i>	<i>July 2018 – June 2020</i>	<i>£1600</i>	<i>n/a</i>	
Total (GLA Pledge)				£100,000		
Total (other)						
Total (column)				£100,000	-	
Total (Crowdfunding Campaign)					-	
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Total Cost of Crowdfunding Campaign [MUST MATCH BUDGET COST ON SPACEHIVE] </div>						-

APPENDIX 2

The Authority's Logos

SUPPORTED BY

MAYOR OF LONDON

APPENDIX 3

Progress Update and Claim Form

GREATER LONDON AUTHORITY Progress Update & Claim Form		Project:		Project Delivery Manager:	
1. Update					
Please provide an update on progress made in the last month highlighting any achievements and any communications activities undertaken					
1	e.g. This month we focused on selecting and ordering materials to renovate the vacant unit.				
2	e.g. We had a lively monthly meeting in the community centre. 4 new members joined our group and offered to help with the project. One of them is a builder and has offered to donate some time to helping us with the fit-out of the vacant unit.				
3	e.g. We held one of our training workshops early, using a local community space. This was agreed with the GLA to generate interest in the project and, by achieving this activity, unlock some further funds. We intend to deliver an extra workshop at the end of the project using in-kind support within our community group.				
2. Current issues					
Please provide an update on any problems that you feel may impact delivery of the project. Please include detail on how you propose to manage them					
1	e.g. There was a problem with the order for floor tiles and so we will be delayed by a few weeks. This shouldn't have any impact on project delivery.				
2					
3					
3. Finance					
Project Budget:	Capital: 5000				
	Revenue: 11500				
Claim this month:	Capital: 2000				
	Revenue: 1000				
Claims so far:	Capital: 0				
	Revenue: 3500				
Evidence (please provide evidence to substantiate any claim. These will have been agreed in the project funding timetable set out in the grant agreement and should correspond)					
e.g. Invoices and receipts + photos of completed work or events					
4. Milestones					
*	Please list the key actions as defined in your funding agreement	Planned date	Revised date	Complete?	
1		dd/mm/yyyy	dd/mm/yyyy	N	
2		dd/mm/yyyy	dd/mm/yyyy	N	
3		dd/mm/yyyy	dd/mm/yyyy	N	
4		dd/mm/yyyy	dd/mm/yyyy	N	
5		dd/mm/yyyy	dd/mm/yyyy	N	
6		dd/mm/yyyy	dd/mm/yyyy	N	
7		dd/mm/yyyy	dd/mm/yyyy	N	
8		dd/mm/yyyy	dd/mm/yyyy	N	
9		dd/mm/yyyy	dd/mm/yyyy	N	
10		dd/mm/yyyy	dd/mm/yyyy	N	

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:

The beneficiary is:	<i>A voluntary and community sector organisation:</i> <i>A social enterprise:</i> <i>Other:</i> <i>If "Other" please provide more detail</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
The award of this grant was formally approved by:	MD/DD/ADD/DAR	number
The grant is awarded on:	Click here to enter date of signature	
The grant covers the following time period:	from DAY/MONTH/YEAR to DAY/MONTH/YEAR	
It is awarded by:	Relevant GLA team and directorate	
to:	Name of beneficiary	
Company or charity registration number:	<i>Company number: _____</i> <i>Charity number: _____</i>	
The grant is for a total of:	pounds	
Purpose of the grant:	Brief explanation	

IN ORDER FOR THE GLA TO COMPLY WITH THE 2014 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.

(Azadur Rahman azadur.rahman@london.gov.uk / Post Point 11 / Tel extension: 4818).