

## **Whole School Prevention Programme Invitation to Tender**

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## EXECUTIVE SUMMARY

Prevention is a key priority in the Mayor's Police and Crime Plan 2017 -2021. In the plan the Mayor has made a commitment to implement a whole school prevention pilot. The pilot (hereinafter referred to as the whole schools approach) will address gangs, serious youth violence (SYV) and violence against women and girls (VAWG) within the context of healthy relationships; resilience and enabling young people to make positive choices. The pilot is to be delivered in four Croydon schools over three academic years and will equip teachers (and other education professionals within the wider school family) with the knowledge, skills and confidence to identify, and take the appropriate next steps with children and young people at risk of victimisation or offending.

Work on the whole schools approach began in November 2016 when Tender was appointed by MOPAC to design the whole schools approach. Their requirement was to design a gender - proofed prevention model which had a specific focus on gangs, SYV and VAWG. The design work is now complete and MOPAC is seeking a provider to deliver this new whole school approach to prevention. The successful provider will implement the model in the same four Croydon schools which supported the design of the whole schools approach. It is anticipated that delivery in the four schools will start in January 2018 and will be completed by July 2020. The pilot will provide a valuable opportunity for MOPAC to effectively determine what works well in terms of prevention with a range of age groups over a sustained period of time.

This work has a maximum value of £425,000 for the period of November 2017 - September 2020. This funding includes money for a process and impact evaluation which must be undertaken alongside the implementation of the whole schools programme.

**The successful provider from the first phase of the work (the design of the whole schools approach) is eligible to bid for this implementation stage. To ensure that no prospective providers for this stage of the work are disadvantaged, materials produced during the first stage by Tender are available to *all* prospective providers who bid for the second stage of the work. This information is on the MOPAC website.**

## BACKGROUND INFORMATION

### 1 Purpose of this document

The Mayor's Office for Policing and Crime (hereinafter referred to as MOPAC) invites a tender for:

- the implementation of the whole school prevention programme in four Croydon schools;
- a process and impact evaluation of the programme.

Please note that MOPAC is anticipating that prospective providers will submit a single bid which encompasses both the implementation of the programme and its evaluation. MOPAC will welcome bids from consortiums bringing together both delivery and evaluation experts.

This Invitation to Tender (ItT) will allow MOPAC to obtain detailed information from potential providers and to establish which tender is the most advantageous based upon the award criteria set out in the ItT.

The purpose of this invitation to tender is to set out the context and scope of this unique programme in order to support potential Providers.

Information is provided on:

- timescales;
- budget and deliverables;
- introduction to the whole schools programme; and
- implementation, governance, reporting and evaluation.

## 2 TIMESCALES

Procurement Process	Start	Finish
Invitation To Tender (ITT) published	30 June 2017	22 September 2017
Clarification questions submitted by bidders by	4 August 2017	
Clarification questions responses provided by MOPAC by	18 August 2017	
<b>Application deadline 5.00pm 22 September 2017</b>		
Assessment by multi-agency panel members	2 October 2017	13 October 2017
Potential clarification meetings for providers	23 October 2017	10 November 2017
Grant Awarded and notice to unsuccessful providers	By the 17 November 2017	
Delivery period	20 November 2017	30 September 2020

### 3 BUDGET AND DELIVERABLES

The total budget available is up to £425,000 over a three year period. This includes a £100,000 process and impact evaluation budget. MOPAC will commission the implementation and evaluation work on a set of deliverables and outcomes that will be agreed with the successful provider(s). Payment to the provider(s) will be made retrospectively (every quarter) for services delivered and will be linked to the achievement of the outcomes.

The successful provider(s) will be required to:

- Effectively implement the whole school approach with the four pilot Croydon schools;
- Utilise learning from to work undertaken by Tender to support the implementation of the whole school approach;
- Be in regular contact with, and report to, the MOPAC VAWG and Evidence and Insight Teams quarterly against the agreed deliverables;
- Maintain effective stakeholder engagement with Croydon stakeholders and partners;
- Maintain effective working relationships with the four pilot schools in Croydon;
- Ensure that young people from all four pilot schools are actively involved in the implementation of the approach and the evaluation; and finally,
- Deliver a process and impact evaluation, ensuring that effective collaborative partnership processes are in place with the implementation team.

An evaluation framework has been produced. This can be found on the MOPAC website. The framework outlines MOPAC's requirements for a process and impact evaluation. The successful provider(s) will be required to develop a methodology for the process and impact evaluation based on the requirements and outcomes outlined in this framework.

The successful evaluation provider will be required to:

- Devise a process and impact evaluation methodology that meets with the requirements laid out by MOPAC;
- Ensure the process and impact evaluation are conducted alongside the implementation of the whole school approach;
- Proactively work alongside the implementation team, ensuring information requests are met with in a timely manner;
- Determine whether the whole school approach has achieved its objectives/desired outcomes;
- Outline what data sources they will consider utilising and how they will collect this data;
- Examine how the programme is being implemented and draw out key learning around what works and what does not in terms of implementing a the whole school approach;

- Capture the experiences and feedback of the people involved in the implementation, including but not limited to, the pupils, parents, teachers, staff and other partners and stakeholders when and where relevant;
- Have experience of engaging with young people from a range of age groups in a research context;
- Have experience of working with children and young people in a schools environment and have a good understanding of the best types of engagement methodologies to use with children and young people;
- Have an understanding of safeguarding and child protection concerns;
- Outline how they will manage key risks, such as data access, ensuring research participation, and achieving necessary sample sizes;
- Develop a tool kit outlining how the work undertaken in Croydon could be used by other schools;
- Maintain regular contact with the MOPAC VAWG and Evidence and Insight Teams; and finally,
- Maintain effective stakeholder engagement with Croydon stakeholders and partners.

## 4 INTRODUCTION TO THE WHOLE SCHOOL PREVENTION APPROACH

### ***National context: A change in legislation***

In March 2017 it was announced that the government would be extending compulsory sex education to all secondary schools and introducing relationships education for all pupils from age four. Pupils will now be taught about safe and healthy relationships from the moment they start primary school. The government will amend its Children and Social Work Bill so all secondary schools, including academies, will have to teach sex education from September 2019.

The MOPAC whole school approach therefore comes at an opportune time. It provides an opportunity for MOPAC to effectively determine what works well in terms of healthy relationship programmes, over a sustained period of time, with a wide range of age groups.

### ***The London Context: The Police and Crime Plan 2017 – 2021***

In the new Police and Crime Plan considerable emphasis has been placed on the role of prevention and intervention in supporting victims of crime, vulnerable individuals, and critically, those individuals who have previously offended.

In terms of young people, the Plan states that the overall aim is to reduce the crimes that cause most harm to children and young people, such as knife crime, gang-related crime, sexual abuse and serious youth violence. The Plan focuses on those who prey on children and young people, either by offending against them or by grooming and exploiting them to engage in criminal behaviour.

VAWG is also a key priority in the new Plan. In regards to prevention there is recognition that for too many women and girls harassment, abuse and violence can be a daily occurrence. The Mayor has made a commitment for a zero-tolerance approach with meaningful support for victims and survivors and significant consequences for perpetrators. The overall objective is to reduce violence against women and girls in London and change the culture that enables this to happen.

### ***Consultation feedback: Sexual Violence Needs Assessment***

In partnership with NHS England's Health in the Justice Team, MOPAC commissioned two needs assessments, one looking into sexual violence and one into child sexual exploitation. One of the primary aims of the work was to inform the way in which future services are funded by both organisations in order to better meet the needs of victims and survivors of sexual violence from 2017 onwards. In regards to prevention, the findings indicated that:

- Prevention activities are fragmented but are much needed and requested by schools;
- There is a need for a consistent programme of age appropriate prevention based work from the age of 10 years; and finally,
- There is a need for national direction and guidance so that schools/universities and further education institutions are fully aware of their responsibilities but also understand referral pathways.

It is within this national and regional context that MOPAC will be overseeing this innovative long-term whole school approach in the London Borough of Croydon.



### ***What is a whole schools approach and why is it relevant?***

The one place that most young people have in common is school. Schools and educational establishments (such as pupil referral units (PRUs) and alternative education providers (AEPs)) therefore provide the greatest opportunity to engage with and make a difference to the safety and wellbeing of young people.

A whole school approach involves addressing the needs of pupils, staff and the wider community, not only within the curriculum, but also across the whole school and learning environment. It means working in a coordinated way and in different spaces across a school - including within the curriculum, extra-curricular activities, teacher training and community engagement.

In November 2016, MOPAC commissioned Tender to design a gender-proofed whole schools approach that had a specific focus on gangs, SYV and VAWG. Tender's work focused on:

- Outlining why a whole school approach was critical within this context;
- Consultation with the four schools;
- Drawing together consultation findings to identify common themes and issues;
- Devising a bespoke overarching framework for the whole schools approach informed by the consultation and supported by the young people themselves;
- Devising lesson plans and projects; and finally,
- Outlining future work to be undertaken with teachers and the wider school community.

Tender also designed an evaluation framework. This lists:

- The objectives for the evaluation;
- The proposed initial outcomes; and finally,
- Information on methodologies.

## 5 IMPLEMENTATION, GOVERNANCE, REPORTING AND EVALUATION

### ***Implementation and scope of the whole school prevention programme***

MOPAC has a number of key objectives that the successful delivery organisation(s) must take into account. The provider(s) must:

- Exclusively implement the gender-proofed whole schools approach which can found here on the MOPAC website;
- Utilise the evaluation framework which can be found on the MOPAC website to design a process and impact evaluation methodology;
- Continue to build on the engagement undertaken with key stakeholders during the development of the whole schools approach, ensuring that all relevant Croydon partners have access to updates and are aware of progress;
- Ensure that the programme implementation team and the evaluation team are working in tandem and have agreed how information will be shared to ensure an effective evaluation and implementation; and finally,
- Ensure that young people are actively involved throughout the pilot, including the process and impact evaluation.

### ***Governance***

MOPAC is responsible for contract monitoring the implementation of the programme and the evaluation.

Oversight and governance of all VAWG strategy priorities are overseen by a multi-agency VAWG Panel. However, at an operational level the Provider will directly report to the MOPAC VAWG team and a multi-agency Prevention working group.

The MOPAC Evidence & Insight (E&I) team will assist the MOPAC VAWG team in overseeing the process and impact evaluation. The evaluation will enable MOPAC to evidence the impact of the whole schools programme and the research outcomes will be used to inform and support the development of future MOPAC prevention priorities

### ***Reporting and evaluation***

The following will be required from the implementation provider(s) over the course of the contract:

- Quarterly progress reports outlining progress against deliverables and outcomes;
- Two annual reports (December 2018 and December 2019) summarising progress over the course of the previous year;
- A final report delivered by August 2020 outlining successes, challenges and learning from the pilot; and finally,
- Attendance at key MOPAC meetings on an ad hoc basis.

The following will be required from the evaluation provider over the course of the contract:

- Quarterly progress reports to MOPAC outlining progress against deliverables and outcomes;

- Two annual reports (December 2018 and December 2019) summarising progress over the course of the previous year;
- A final process and impact evaluation report delivered by September 2020, highlighting what has worked and what has not and how learning can be utilised; and finally,
- Attendance at key MOPAC meetings on an ad hoc basis.

Payment to the provider(s) will be made retrospectively (every quarter) for services delivered and will be linked to the achievement of the outcomes which MOPAC will draft and consult on with the successful providers.

## EVALUATION PROCESS

Award of the grant will be subject to a competitive process and evaluated by a multi-agency panel against the requirements outlined in this Invitation to Tender. Bidders need to complete, in full the essential criteria checklist and the key criteria checklist.

This section includes the following:

1. Cover Page
2. Essential criteria
3. Key criteria
4. Check list

- 1. Cover Page:** Please complete the cover sheet and provide a signature to confirm the information and costs provided are accurate.
- 2. Essential criteria:** All of these requirements must be clearly met and evidenced. If the bid fails any of these criteria *the bid will not progress to the evaluation panel and will not be considered further*. You must confirm (Yes or No) that you meet the requirements and if necessary provide a written response.
- 3. Key Criteria:** If the bid meets the essential requirements, then the bids will then be assessed against five Key Criteria. Each evaluation requirement will be scored on a scale from: 0 = Non-compliant, to 5 = Outstanding. See below:

Scoring standards	Criteria	Score
<b>Outstanding</b>	Fully meets the requirement and offers added value - The evidence demonstrates that the requirement is fully met and provides demonstrable added value.	<b>5</b>
<b>Good</b>	Fully meets the requirement - The evidence demonstrates that the requirement is fully met.	<b>4</b>
<b>Satisfactory</b>	Almost meets the requirement - Evidence provided shows that the requirement is met but MINOR reservations exist about the quality or extent of the evidence provided.	<b>3</b>
<b>Poor</b>	Partially meets the requirements - Evidence provided shows that the requirement is partially met but SIGNIFICANT reservations exist about the quality or extent of the evidence provided.	<b>2</b>
<b>Unacceptable</b>	Fails to meet the requirements - Failed to demonstrate or provide evidence of an ability to meet the requirement	<b>1</b>
<b>Non-compliant</b>	Fails to provide the required information.	<b>0</b>

If the overall combined scores for any section is below an average of three, then the overall bid *will fail and will not be considered any further*.

- 4. Checklist:** You must complete the Checklist to ensure all required documents have been completed.

### Format and Questions

- Font should be size 12 Arial;

- Responses should be strictly limited to page count outlined under each criteria;
- Additional diagrams, charts must be clearly labelled;
- Copies of requested policies and documents are excluded from the word count.
- Bids should be a maximum of 30 pages in length excluding copies of requested policies and documents).
- Clarification questions should be emailed to **VAWG@mopac.london.gov.uk**

**All questions submitted will be responded to and made publically available to all bidders on MOPAC's website. No direct contact should be made with MOPAC officers. Any attempt to communicate will result in the tender being disqualified.**

#### **Step 1: Submit bid**

You should email your bid to the following email address: **VAWG@mopac.london.gov.uk**  
If you have not had an acknowledgement from us that we have received the bid within two working day of submission, please contact us to ensure receipt of bid.

#### **Step 2: Grant Awarded and notice to unsuccessful providers**

Please see the timetable for expected dates of notification. All bidders will be emailed directly to inform them of the outcome of the bid.

# SPECIFICATION.

**Deadline – 5.00pm on the 22 September 2017**

## Cover Sheet

Implementation of the whole school approach	
Organisation name	
Name*	
Position within the organisation	
Address	
Telephone number	
Alternative telephone number	
Email	
Alternative email	
Date	
Signature	

\*To be signed by an Officer on behalf of the organisation who must have authority to do so. I certify that the information provided is accurate to the best of my knowledge and that I accept the conditions and undertakings requested in the ITT. I understand and accept that false information could result in rejection of the organisation's tender.

I also understand that it is a criminal offence, punishable by imprisonment to give or offer any gifts or consideration whatsoever as an inducement or reward to any servant of a Public Body. I also understand that any such action will lead MOPAC to cancel any contract currently in force and will result in rejection of the Company's application to tender and the cancellation of any contract (if awarded).

# ESSENTIAL CRITERIA

Ref	Essential Criteria	Confirm you meet the criteria
		Response - no more than 300 words for each point – where relevant
		Yes / No
1	<b>Reference:</b> Provide a minimum of two references. These should be <i>references</i> with contact details should there be further questions.	
2	<b>Accounts:</b> Provide two years of audited accounts.	
3	<b>Structure Chart and Confirmation of lead:</b> All bidders must provide a structure diagram, details of the key roles, responsibilities and reporting lines.	
4	<b>Terms and Conditions:</b> All bidders must indicate that they are content with the terms and conditions as set out in MOPAC's standard grant agreement.	
5	<b>Recent Partners:</b> All bidders must provide details of the last two areas/organisations, where they have worked together with authorisation for MOPAC to contact them (if not part of your submitted references).	
6	<b>Safeguarding:</b> All bidders must provide assurance that front line staff have been DBS checked or provision of appropriate policy and processes to ensure oversight and safeguarding are taken into account when working with young people. All bidders should provide copies of their safeguarding policies and risk management processes. Bidders should also show evidence of safeguarding training.	
7	<b>Equal Opportunities:</b> All bidders must demonstrate commitment to equal opportunities and understanding of equality issues. All providers and services must be	

Ref	Essential Criteria	Confirm you meet the criteria  Response - no more than 300 words for each point – where relevant
		Yes / No
	compliant with the public sector equality duty set out in section 149(1) of the Equality Act 2010. This requires MOPAC (and its providers and services) to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations by reference to people with protected characteristics. Equal opportunities policies must be provided. If the bid is from a consortium, these must be provided from all agencies involved.	
8	<b>Budget:</b> All bidders must provide a breakdown of how funding will be allocated. MOPAC expects proposals to stay within the overall funding, with any on-costs and overheads to be built within this amount.	
9	<b>Sub-contracting:</b> All bidders must provide details of any services that may be sub-contracted to a 3rd party during the contract period and must give details of those sub-contractors.	
10	<b>Insurance:</b> All bidders must have adequate insurance cover (including but not limited to public liability insurance) with regard to liabilities and losses that may arise in connection with the Funded Activities and shall provide evidence of such insurance. Professional Indemnity - £1M Employers Liability - £10M Public/Products Liability - £10M	
11	<b>Health and Safety:</b> Health and Safety (H&S) regulations stipulate if a company has 5 or more employees it is obliged to have a H&S policy. Please confirm the following for all providers: That your organisation has a written Health and Safety at Work Policy? Please confirm your organisation complies with the Health and Safety	



Ref	Essential Criteria	Confirm you meet the criteria
		Response - no more than 300 words for each point – where relevant
		Yes / No
	<p>at Work Act 1974?</p> <p>Your organisation trains its staff in Health and Safety?</p> <p>Please provide a copy of your H&amp;S policy.</p>	
12	<p><b>Health and Safety continued:</b></p> <p>Under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (1995) (RIDDOR), how many reportable incidents and dangerous occurrences (near misses) has your company had?</p> <p>For each occurrence please define:</p> <ol style="list-style-type: none"> <li>1. the date(s) when the incident occurred;</li> <li>2. what the incident involved;</li> <li>3. how the incident was recorded and</li> <li>4. what actions have been taken since the occurrence to mitigate future risk.</li> </ol>	

## KEY CRITERIA

Ref	Criteria	Maximum score
1	All providers must submit a high level delivery plan for the delivery of this programme of work (November 2017 – September 2020).	5
	<b>Enter response here</b> (2 pages maximum in this section):	
2	All Bidders must assign a dedicated named programme manager/contract manager to manage this programme.  Suppliers must provide details regarding the skills, experience and qualifications (CV is acceptable) of the nominated programme manager/contract manager who will be the first point of contact.	5
	<b>Enter response here</b> (1 page maximum in this section):	
3	All bidders must explain how they intend to deliver the whole school approach: how they will work with key stakeholders; how they will maintain and develop the engagement begun with Croydon schools; and finally how they will ensure that the programme meets the outcomes outlined in the evaluation framework.	5
	<b>Enter response here</b> (3 pages maximum in this section):	
4	All bidders must evidence how they have implemented bespoke programmes in schools. The successful provider will be required to deliver the whole schools approach developed for the MOPAC pilot. Bidders will therefore need to demonstrate their ability to work within subscribed parameters.	5
	<b>Enter response here</b> (3 pages maximum in this section):	
5	All bidders must explain their understanding of what is meant by a gendered approach.	
	<b>Enter response here</b> (2 page maximum in this section):	
6	All bidders must outline how they will ensure young people, schools and Croydon colleagues are engaged in the design and implementation of the process and impact evaluations.	5
	<b>Enter response here</b> (2 page maximum in this section):	
7	All bidders must outline their expertise and experience of working with schools, young people, parents and carers.	5

Ref	Criteria	Maximum score
	<b>Enter response here</b> (2 pages maximum in this section):	
8	All bidders must outline their expertise and experience of working with a large range of stakeholders, including and not limited to local and regional government; VCS and the police.	5
	<b>Enter response here</b> (2 pages maximum in this section):	
9	All bidders must outline their expertise and experience of delivering school based programmes.	5
	<b>Enter response here</b> (1 page maximum in this section):	
10	All bidders must outline their expertise and experience of delivering process and impact evaluations.	5
	<b>Enter response here</b> (2 pages maximum in this section):	

# CHECKLIST

Number	Relevant Section	Name of document	Have you included?
1	Specification	Cover Sheet	Yes / No
2	Specification	Essential Criteria	Yes / No
3	Specification	Key Criteria	Yes / No
5	Specification: Section 9: Ref 1	Two completed references for each provider named on the bid	Yes / No
6	Specification: Section 9: Ref 2	Two years audited accounts for each provider named on the bid	Yes / No
7	Specification: Section 9: Ref 3	Letter confirming lead organisation and structure diagram	Yes / No
7	Specification: Section 9: Ref 4	Terms and Conditions	Yes / No
	Specification: Section 9: Ref 5	Recent Partners	Yes / No
8	Specification: Section 9: Ref 6	Safeguarding Policy and Risk Management Process for each provider named on the bid	Yes / No
9	Specification: Section 9: Ref 7	Equal Opportunities Policy for each provider named on the bid	Yes / No
	Specification: Section 9: Ref 8	Budget	Yes/No
	Specification: Section 9: Ref 9	Subcontracting	Yes/No
12	Specification: Section 12: Ref 10	Evidence of Insurance Policies	Yes / No
11	Specification: Section 12: Ref 11 and 12	Health and Safety Policy	Yes / No
15	Specification: Section 15 (this document)	Check List completed	Yes / No
<b>Add any additional appendices or supporting information not covered by the above and clearly label.</b>			

# M O P A C

**MAYOR OF LONDON**  
OFFICE FOR POLICING AND CRIME

## **MOPAC Grant Agreement template**

Mayor's Office for Policing and Crime

and

XXXXX

For the provision of XXXXXXXXXX

Dated

## FRONT SHEET FOR GRANT AGREEMENT

This agreement is made the

day of

2015

### Between:

- (1) The Mayor's Office for Policing And Crime of City Hall, The Queen's Walk, London SE1 2AA ("**the Authority**"); and
- (2) xxxxxx ("**the Recipient**").

### Background:

The Authority wishes to provide a grant to the Recipient to assist with the cost of the Funded Activities.

The Recipient has agreed that the grant will be made subject to the terms of this Agreement (comprising this Front Sheet and the attached Terms and Conditions). The Authority considers that the grant will secure or contribute to securing the reduction of crime and disorder in the Metropolitan Police District.

### Funded Activities

Between 01/04/20XX ("**Start Date**") and 31/03/20XX ("**End Date**"), the Authority has agreed to provide a Grant in the amount of £xxxxx (the "**Maximum Grant**") to the Recipient. The purpose of the Grant shall be to provide xxxxxxxx (the "**Funded Activities**"). The Recipient shall be permitted to use the Grant monies to pay for resources to facilitate the Funded Activities ("**Eligible Expenditure**").

### Grant Payment Profile:

Quarter 1	
Quarter 2	
Quarter 3	
Quarter 4	

Signed on behalf of xxxx

\_\_\_\_\_  
Authorised signatory

Signed on behalf of the Mayor's Office for Policing And Crime

\_\_\_\_\_  
Authorised signatory for the Mayor's Office for Policing And Crime

## Terms and Conditions for Provision of Grant

### 1. Definitions and interpretation

1.1 In this Agreement, unless the context otherwise requires, the following words have the following meanings:

**"Agreement"** means the agreement between the Authority and the Recipient for provision of the Grant, comprising these Terms and Conditions and the Front Sheet

**"Authority"** means the The Mayor's Office for Policing And Crime of City Hall, The Queen's Walk, London SE1 2AA

**"Authority Contact Officer"** means the person appointed as such pursuant to clause 19.1

**"Confirmation Certificate"** means the certificate to be completed by the Recipient in accordance with Clauses 4.2 and 6.2 in the form set out as Schedule 1 to these Terms and Conditions

**"Contracting Authority"** means any contracting authority as defined in Regulation 3 of the Public Contracts Regulations 2006

**"Eligible Expenditure"** means the expenditure for which Grant monies may be used as set out on the Front Sheet excluding the items listed in clause 5

**"Expiry Date"** means the date specified as such on the Front Sheet

**"FOI Legislation"** means the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and any subordinate legislation

**"Financial Year"** means the twelve month period falling between 1 April and 31 March inclusive

**"Funded Activities"** means the activities described on the Front Sheet

**"Funding Period"** means the Financial Year(s) and part Financial Year(s) between the Start Date and Expiry Date

**"Grant"** means the grant funding that the Authority has agreed to pay to the Recipient in respect of the Funded Activities as specified on the Front Sheet

**"Grant Payment Profile"** means the details as set out on the Front Sheet and as may be updated by the parties from time to time in accordance with clause 6.5

**"Party"** means the Authority and the Recipient

**"Purpose"** means the purpose of performing the Funded Activities and any other specific purpose(s) identified on the Front Sheet

**"Recipient"** means the party identified as such on the Front Sheet

**"Recipient Contact Officer"** means the person appointed as such pursuant to clause 19.1

**"Start Date"** means the date specified as such on the Front Sheet

**"Terms and Conditions"** means these terms and conditions.

1.2 In this Agreement, unless the context otherwise requires:

1.2.1 any reference to a person shall be construed as a reference to any person, firm, company, corporation, government, state or agency of a state or any association or partnership (whether or not having separate legal personality) or one or more of the foregoing;

1.2.2 any reference to the singular shall include the plural and vice versa;

1.2.3 references to any party to this Agreement include its successors-in-title and permitted assignees;

1.2.4 any reference to "written" or "writing" includes faxes (but not email) or other transitory forms;

1.2.5 any phrase introduced by the terms "include", "including", "particularly" or "in particular" or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

### 2. Grant offer

2.1 Subject to the terms and conditions set out in this 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 provide Grant funding only up to the maximum amount of Grant specified on the Front Sheet, for the Funding Period and for the Purpose.

2.3 The Recipient shall procure that the Grant shall be used solely to meet Eligible Expenditure for the purpose of delivering the Funded Activities.

- 2.4 The Recipient shall perform the Funded Activities in accordance with the information specified on the Front Sheet and using all reasonable care, skill and diligence.
3. **Amount of Grant**
- 3.1 The Parties agree that the Grant to be paid by the Authority pursuant to this Agreement shall represent a contribution towards Eligible Expenditure (which include expenses) properly incurred by the Recipient in performing the Funded Activities.
- 3.2 No sums other than those identified on the Front Sheet are payable by the Authority to the Recipient under this Agreement.
4. **Payment of Grant**
- 4.1 In support of any payment of Grant, the Recipient shall provide the Authority with the following documents:
- 4.1.1 a completed Confirmation Certificate; and
- 4.1.2 such other supporting documentation as the Authority may reasonably specify that evidences the expenditure on Eligible Expenditure.
- 4.2 The Recipient shall provide such additional information and documentation as the Authority may reasonably request to assist the Authority with its assessment of whether Funded Activities have been completed in accordance with the requirements of this Agreement.
- 4.3 The Authority may normally agree to pay Grant monies in advance in circumstances where it is necessary to do so to enable the Funded Activities to progress. If the Authority agrees to pay Grant monies in staged payments, then in order to claim instalments of Grant the Recipient must submit a Confirmation Certificate together with evidence demonstrating that Grant monies paid under the previous instalment of Grant have been used for the purposes of Eligible Expenditure.
5. **Eligible Expenditure**
- 5.1 Eligible Expenditure does not include and the Recipient shall not be entitled to claim any Grant funding in respect of:
- 5.1.1 any expenditure of a party political or exclusively religious nature;
- 5.1.2 any recoverable VAT incurred;
- 5.1.3 any expenditure on works or activities which the Recipient or any other person has a statutory duty to undertake;
- 5.1.4 any liability arising out of negligence on the part of the Recipient or any of its officers, employees or sub-contractors;
- 5.1.5 any interest on debt;
- 5.1.6 any costs incurred in relation to the Funded Activities prior to the date of this Agreement.
- 5.2 For the avoidance of doubt, the Grant will only be payable in respect of Eligible Expenditure that is incurred by the Recipient and that is not the subject of any funding received from any co-funder or other third party.
6. **Managing the Grant**
- 6.1 At the end of the Funding Period the Recipient shall submit to the Authority a Confirmation Certificate. The Recipient shall ensure that Confirmation Certificates submitted to the Authority pursuant to this Clause 6.1:
- 6.1.1 are signed by the Recipient's Treasurer, Chief Finance Officer or equivalent;
- 6.1.2 contain a detailed breakdown of expenditure by reference to the Grant Payment Profile for the previous Financial Year; and
- 6.1.3 are accompanied by a statement detailing the outcomes accomplished by virtue of completion of the Funded Activities.
- 6.2 The Recipient shall, as soon as reasonably practicable, report to the Authority any variations to the forecasted spending on the Funded Activity.
- 6.3 If an overpayment of the Grant has been made the Authority shall be entitled to recover the overpayment.
- 6.4 If the timing of completion of any of the Funded Activities changes, the Recipient shall notify the Authority as soon as reasonably practicable of the reasons for the changes and the new anticipated dates for completion. If the proposed new dates for completion of Funded Activities are acceptable to the Authority, the parties shall update the Grant Payment Profile accordingly. If the Authority reasonably considers that the changes to the dates for completion of the Funded Activities places at risk the Recipient's ability to complete the Funded Activities or frustrates the objectives of this Agreement, the Authority shall be entitled to terminate this Agreement immediately upon written notice.
- 6.5 The Recipient shall procure that its Treasurer, Chief Finance Officer, or equivalent shall ensure that:
- 6.5.1 appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure; and
- 6.5.2 where the Grant is wholly meeting the cost of a specific project the Grant is accounted for and monitored



- separately from the Recipient's other funding streams.
- 6.6 The Authority may ask the Recipient to clarify information provided to it in respect of this Agreement. If so, the Recipient shall comply with any reasonable request.
7. **Records to be kept**
- 7.1 The Recipient shall:
- 7.1.1 maintain and operate effective monitoring and financial management systems; and
- 7.1.2 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 written or electronic form.
8. **Audit and inspection**
- 8.1 The Recipient shall, as and when required by such inspecting/auditing parties, permit any officer or officers of the Authority, external auditing bodies (e.g. the National Audit Office, the Audit Commission or appointed third party auditors for the Authority) or their nominees to:
- 8.1.1 visit its premises and/or otherwise inspect any of its equipment and activities (including any assets funded under the terms of this Agreement);
- 8.1.2 have access to Recipient personnel for any purpose including ensuring any reasonable security concerns of the Recipient are met; and/or
- 8.1.3 examine and take copies of the Recipient's books of account and such other documents or records,
- which may reasonably relate to the use of the Grant and/or compliance with the terms of this Agreement (including as may be relevant to an assessment of the economy, efficiency and effectiveness with which the Grant has been used). All such audit assistance shall be provided at no charge to the Authority, the external auditing bodies or their nominees.
- 8.2 The Authority shall endeavour, but is not obliged, to provide due notice of the intent to conduct an audit pursuant to Clause 8.1.
- 8.3 The Recipient shall ensure that this Grant falls within the scope of audit as part of the Recipient's annual internal audit programme. The Recipient shall ensure that the Grant is not separately identifiable in any public accounts or financial reporting issued by the Recipient.

9. **Compliance with applicable law**
- 9.1 The Recipient shall ensure that in carrying out the Funded Activities and performing its obligations under this Agreement, the Recipient shall comply with all applicable laws and regulations.
- 9.2 The Recipient shall ensure that no act or omission by itself, its permitted sub-contractors and/or agents acting in connection with this Agreement causes the Authority to be in breach of any applicable laws or regulations.
10. **Value for money**
- 10.1 The Recipient shall demonstrate, if required, to the satisfaction of the Authority that it has:
- 10.1.1 provided best value for money; and
- 10.1.2 acted in a fair, open and non-discriminatory manner,
- in relation to the procurement of goods and services which are procured using Grant monies and in relation to goods and services which the Recipient itself is responsible for delivering in connection with the Funded Activities. The Authority reserves the right to withhold all or any payments of the Grant to the extent it believes the associated goods and/or services do not provide best value for money. The Recipient shall be given reasonable opportunity to provide additional information and submissions to demonstrate that the Recipient has complied with this Clause 10.
- 10.2 In procuring any goods or services using Grant monies, the Recipient shall, subject to the terms of this Agreement, ensure that it follows open and competitive procurement procedures.
11. **Withholding and repayment of grant**
- 11.1 Subject to Clause 11.3, if the Recipient fails to comply with any of the terms and conditions set out in this Agreement, or if any of the events mentioned in Clause 11.2 occur, then the Authority may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid. The Authority shall not unreasonably withhold payment or unreasonably demand repayment from the Recipient. The Recipient shall repay any amount required to be repaid under this Clause within 30 days of receiving the demand for repayment.
- 11.2 The events referred to in Clause 11.1 are as follows:
- 11.2.1 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 it to be material;
- 11.2.2 the Recipient takes what the Authority considers to be inadequate measures

- to investigate and resolve any reported irregularity;
- 11.2.3 the Authority reasonably considers that there has been unsatisfactory progress towards completion of the Funded Activities or that there has been a material, adverse change in respect of the nature, expenditure, timing or any other aspect of the Funded Activities or in any of the factors on which the decision to award the Grant was based (including the status of the Recipient); or
- 11.2.4 the Recipient ceases to operate and/or changes the nature of its operations to an extent which the Authority considers to be significant or prejudicial;
- 11.2.5 the Recipient is subject to a proposal for a voluntary arrangement or has a petition for an administration order or a winding-up order brought against it; or passes a resolution to wind up; or makes any composition, arrangement, conveyance or assignment for the benefit of its creditors, or purports to do so; or is subject to the appointment of a receiver, administrator or liquidator;
- 11.2.6 a decision is made by UK Government or by the European Commission and/or an obligation arises under any applicable law which requires that the Grant should be varied, withheld, reduced, cancelled or recovered;
- 11.2.7 the Authority reasonably considers that payment of the Grant or any part of it would be in breach of European Union state aid rules;
- 11.2.8 this Agreement is terminated by the Authority under Clause 6.5 or 18.3;
- 11.2.9 the Authority is unable to provide the Grant funding due to an internal policy decision or due to funding cuts.
- 11.3 If the Grant is withdrawn by the Authority under Clause 11.2.9, the Authority shall not require repayment of any Grant monies paid to the Recipient prior to the date of withdrawal.

## 12. Insurance

- 12.1 The Recipient shall ensure at all times maintain adequate insurance cover (including but not limited to public liability insurance) with regard to liabilities and losses that may arise in connection with the Funded Activities and shall provide evidence of such insurance to the Authority on request.

## 13. Liability

- 13.1 The Authority does not guarantee or underwrite the performance of any goods or materials purchased using Grant monies.
- 13.2 The Recipient shall indemnify and keep indemnified the Authority, its officers and employees from and against all claims, costs, expenses (including legal and other professional fees and expenses), losses, damages and other liabilities made against, suffered, or incurred by any of them and arising out of or in connection with the Recipient's activities in connection with the Grant or the Funded Activities, save to the extent that any such claims, costs, expenses, losses, damages or other liabilities were caused by the negligence of the Authority.

## 14. Confidentiality

- 14.1 The Recipient shall safeguard and keep confidential any and all confidential information that it may acquire in relation to the business or affairs of the Authority. The Recipient shall not use or disclose the Authority's confidential information except to the extent that such use or disclosure is necessary for the purposes of performing its obligations or exercising its rights under this Agreement. The Recipient shall ensure that its officers and employees and any other persons to whom the confidential information is disclosed comply with the provisions of this Clause 14.
- 14.2 The obligations on the Recipient set out in Clause 14 shall not apply to any information to the extent that such information:
- 14.2.1 is publicly available or becomes publicly available through no act or omission of that party;
- 14.2.2 is required to be disclosed by law.

- 14.3 The provisions of this Clause 14 shall survive any termination of this Agreement

## 15. Freedom of Information

- 15.1 Each party shall provide all reasonable assistance to the other to enable the other to comply with any request received by it under the FOI Legislation.
- 15.2 The Authority shall be responsible for determining in its absolute discretion and notwithstanding any other provision in this Agreement or any other agreement whether information is exempt from disclosure in accordance with the provisions of the FOI Legislation.
- 15.3 Where the Recipient is not an authority for the purposes of the FOI Legislation, in no event shall the Recipient respond directly to a Request for Information unless expressly authorised to do so by the Authority.

## 16. Data Protection

- 16.1 For the purposes of this Clause 16, the expressions "personal data" and "process" shall have the

	meanings given to them in the Data Protection Act 1998.	18.2.1	at all times comply with all applicable laws, statutes and regulations relating to anti-bribery and anti-corruption including but not limited to the Bribery Act 2010; and
16.2	To the extent that either party is required to process personal data on behalf of the other party for the purposes of performing its obligations under this Agreement, that party shall:	18.2.2	not enter into this Agreement or any other agreement with the other party in connection with which commission has been paid or agreed to be paid by it or on its behalf or to its knowledge, unless before the agreement is made particulars of any such commission and the terms and conditions of any agreement for the payment thereof have been disclosed in writing.
16.2.1	process personal data only in accordance with instructions from the other party;	18.3	Any breach of this Clause by a party or anyone employed by it acting on its behalf (whether with or without the knowledge of the relevant party) or the commission of any offence by a party or by anyone employed by it or acting on its behalf under the Bribery Act 2010, in relation to this or any other agreement with the other party shall entitle the other party to terminate this Agreement and recover from the breaching party any losses associated with such termination.
16.2.2	process personal data only to the extent, and in such manner, as is necessary for the performance of its obligations under this Agreement;	19.	<b>Governance</b>
16.2.3	implement appropriate technical and organisational measures to protect the personal data against unauthorised or unlawful processing and against accidental loss, destruction, damage, alteration or disclosure and shall ensure that these measures are appropriate taking into account the harm which might result from any unauthorised or unlawful processing, accidental loss, destruction or damage to the personal data and having regard to the nature of the personal data which is to be protected;	19.1	The Authority shall appoint the Authority Contact Officer to represent the Authority as follows:
16.2.4	not transfer any personal data outside of the European Economic Area without the prior written approval of the other party; and	19.1.1	in respect of day to day all matters relating to this Agreement; and
16.2.5	return the personal data to the other party on termination of this Agreement.	19.1.2	to liaise with the Recipient Contact Officer.
17.	<b>Transparency Agenda</b>	19.2	The Recipient shall appoint the Recipient Contact Officer to represent the Recipient as follows:
17.1	The Recipient acknowledges that the Authority may disclose payments made against this Agreement of value £500.00 and above, in accordance with the Government's transparency agenda. However, no information shall be disclosed if such disclosure would be in breach of the Data Protection Act or is exempted from disclosure under the Freedom of Information Act.	19.2.1	in respect of all day to day matters relating to this Agreement; and
17.2	In circumstances where the Authority may be required to disclose details of payments made under this Grant pursuant to the Government's transparency agenda, the Authority will use all reasonable endeavours to notify the Recipient in advance of any such required disclosure.	19.2.2	to liaise with the Authority Contact Officer.
18.	<b>Prevention of Corruption</b>	19.3	The Authority Contact Officer shall be responsible for all financial matters relating to the payment of the Grant, including the resolution of any related disputes.
18.1	Each party warrants that this Agreement has not been obtained or entered into as result of an offence committed under section 1, 2 or 6 of the Bribery Act 2010 and where appropriate section 117(2) of the Local Government Act 1972.	20.	<b>Dispute Resolution</b>
18.2	Each party shall:	20.1	Any dispute arising out of or in respect of this Agreement shall be referred for resolution to the Authority Contact Officer and the Recipient Contact Officer.
		20.2	Any dispute unresolved within twenty (20) Business Days of referral shall be referred to each parties Treasurer, Chief Finance Officer or equivalent.
		21.	<b>General</b>
		21.1	This Agreement shall constitute the entire agreement and understanding, and shall supersede any previous agreement(s), between the parties in

connection with the subject matter of this Agreement.

- 21.2 No variation to this Agreement shall be effective unless made in writing and signed by authorised representatives of both parties.
- 21.3 If any provision in this Agreement is declared void or unenforceable by any court or other body of competent jurisdiction, or is otherwise rendered so by any applicable law, that provision shall to the extent of such invalidity or unenforceability be deemed severable and all other provisions of this Agreement not affected by such invalidity or unenforceability shall remain in full force and effect.
- 21.4 This Agreement is personal to the Recipient and the Recipient shall not be entitled to assign, sub-contract or otherwise dispose of any of its rights or obligations under this Agreement without the prior written consent of the Authority.
- 21.5 Unless expressly stated in this Agreement, nothing in this Agreement shall confer any rights on any person under the Contracts (Rights of Third Parties) Act 1999.
- 21.6 This Agreement shall be governed by and construed in accordance with the law of England and Wales and any dispute arising under or in connection with this Agreement shall be subject to the exclusive jurisdiction of the courts of England and Wales, to which each of the parties irrevocably submits.

## Grant Agreement Addendum

**The addendum to the grant agreement** is made the 1st day of April 2017

### Between:

- (1) The Mayor's Office for Policing and Crime of City Hall, The Queen's Walk, London SE1 2AA ("**the Authority**"); and
- (2) ("**the Recipient**").

for  
to

## GRANT TERMS AND CONDITIONS

### 1. Additions to existing clauses

#### Clause 8, Audit and inspection amended to:

The Recipient shall, as and when required by such inspecting/auditing parties, permit any officer or officers of the Authority, external auditing bodies (e.g. the National Audit Office, the Audit Commission or appointed third party auditors for the Authority) or their nominees to:

\*visit its premises and/or otherwise inspect any of its equipment and activities (including any assets funded under the terms of this Agreement);

\*have access to Recipient personnel for any purpose including ensuring any reasonable security concerns of the Recipient are met; and/or

\*examine and take copies of the Recipient's books of account and such other documents or records,

which may reasonably relate to the use of the Grant and/or compliance with the terms of this Agreement (including as may be relevant to an assessment of the economy, efficiency and effectiveness with which the Grant has been used). All such audit assistance shall be provided at no charge to the Authority, the external auditing bodies or their nominees.

The access rights as required by Clause 1.1 must also apply to the Ministry of Justice and its officers

The Authority shall endeavour, but is not obliged, to provide due notice of the intent to conduct an audit pursuant to Clause 8.1.

The Recipient shall ensure that this Grant falls within the scope of audit as part of the Recipient's annual internal audit programme. The value and the Purposes of the Grant must

be identified separately in the Recipient's audited accounts (or the notes thereto)

If required do so by the Authority, the Recipient must provide the Authority with a copy of its audited accounts within 14 days

At the end of the Grant funding period, MOPAC may require the Recipient to participate in an 'end of Grant process' to reflect on the effectiveness of the Grant and identify lessons learnt as appropriate.

The Recipient shall advise MOPAC immediately of any potential and / or actual security incidents that may directly and/ or indirectly affect the secure delivery of the provision of services.

Ad

### Additional Clauses:

#### Integration with other services to include:

MOPAC expects the Recipient to contribute to effective integration with other local statutory and voluntary services and organisations in London to ensure that all victims get access to the right services and a consistently high standard of care is maintained at all times. Support from the Recipient will include:

- a) Actively participating in programmes to re-design services in London
- b) Providing any further information in relation to the activity funded under the grant as well as the Recipient's broader work to support victims in London to cope and recover;
- c) Driving change within and providing leadership to other victim services within the voluntary and community sector;
- d) The opportunity to explore Restorative Justice is included as part of the service offer for every service user;
- e) By signing the agreement they become member of the Integrated Victim and

- f) Witness Service which involves actively adopting values and principles that all member organisations and services will work to (to be determined);
- g) To include the umbrella brand for victim and witness services in communications and publicity (to be determined).

### **Data and Outcomes**

The Recipient must ensure that data is collected and recorded in relation to all victims and family members supported with the Grant which measures the outcomes achieved, including any improvement to the quality of victims' and family members' lives and their ability to cope with normal activities during and following support provision.

The Authority will share the outcomes achieved with the Ministry of Justice.

The Recipient must measure the ongoing status of individuals supported with the Grant in respect of the following categories (where applicable):

- Education, skills and employment
- Finance and benefits
- Outlook and attitudes
- Mental and physical health
- Drugs and alcohol
- Social interaction
- Family, friends and children
- Shelter and accommodation
- Criminal Justice System

The Recipient must also measure outcomes achieved directly by the Support Services provided or commissioned with the Grant in terms of user satisfaction, including:

\*that users have been treated sensitively and respectfully by the service;

\*how far the support provided was consistent with what had been agreed at the time of needs assessment;

\*how coordinated and effective the provision of support had been;

\*overall satisfaction with the service.

The Recipient must ensure that all personal data, including that of victims, family members, and, in the context of restorative justice services, offenders, is processed in accordance with the Data Protection Act 1998.

Where the Grant is used to provide or commission victim-initiated and pre-sentence restorative justice services, the Recipient must ensure that:

account is taken of guidance issued by the Restorative Justice Council and, where necessary, the Council's advice is sought, to ensure the development of safe and competent restorative justice services (in accordance with Article 12 of the Victims' Directive), and

potential and actual providers can demonstrate that victims who choose to participate in restorative justice processes will have access to safe and competent restorative justice services (in accordance with Article 12 of the Victims' Directive).

Whilst ensuring that effective support provision is in place for victims of crime (and family members), the Recipient must seek efficiency and best value for money when spending the Grant. This includes consideration of options such as co-commissioning of services and integration of services.

The Recipient must ensure that all victims and family members are able to access a complaints procedure which enables them to raise complaints and to obtain appropriate redress

The Authority may share the information provided in the returns, including presentation within the public domain, as appropriate.

Clause 2.2.15 also applies to the Ministry of Justice.

## **Annex one: Overview Monitoring Form**

To facilitate collection of data under clause 2.2 of this addendum (additional clauses), please can you specify how your service addresses (or doesn't address) any of the nine outcomes listed below that identify measures to be addressed to 'cope and recover' from a crime.

### Cope and Recover Outcomes:

- Education, skills and employment
- Finance and benefits
- Outlook and attitudes
- Mental and physical health
- Drugs and alcohol
- Social interaction
- Family, friends and children
- Shelter and accommodation
- Criminal Justice System

Please complete this overview monitoring form with some brief text, regarding the progress made to date. This report is to be submitted with the agreed performance reports and data for evaluation for grant management purposes, 12 working days from the end of **quarter 2 (mid year report)** and 12 working days from the end of **quarter 4 (end of year report)**.

CATEGORY	Services for victims of domestic violence
Overview Description of Services	
Outcomes being monitored	
How are they monitored	
What outcomes have been achieved	



## ANNEX 1: Quarterly monitoring form

Please complete this quarterly monitoring report for the first three quarters of each financial year for the grant claims for your initiative, providing both financial and non-financial details regarding the progress made to date. This report is to be returned to MOPAC within 4 weeks of the end of each quarter. You will be required to raise an invoice and **payment will follow the receipt of the approved invoice** (assuming satisfactory completion of the monitoring form). For any queries in relation to this form please contact MOPAC.

	QUARTERS 1-3 RETURN	Total (£)
1	Grant allocated for year	
2	Grant allocated cumulative to this quarter	
3	Grant received to date for this financial year	
4	Actual cumulative spend to end of quarter	
5	Cumulative commitments/forecasts to end of quarter	
6	Total actual and committed spend	
7	Cumulative variance to date	
8	Quarterly claim now made	
9	Forecast spend for remaining quarters of year	
10	Total actual and forecast spend for year	
11	Forecast variance for year	

Please note that MOPAC reserves the right to amend any of the forms within the grant agreement as required.

If a variance is reported in line 7, what assurances are in place to confirm that such variance will not occur at the end of the financial year?	


**CONFIRMATION BY GRANT RECIPIENT:**

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:

<b>Signature of Chief Executive</b>			
<b>Name (printed):</b>		<b>Date:</b>	

## ANNEX 8: Annual monitoring form

Please complete this end of year monitoring report by the end of April 2016 with your final expenditure for the period April to March and including details regarding the delivery of the project. The form should be completed and certified by the Recipient's Treasurer, Finance Officer or equivalent and Locality Director and returned to MOPAC.

<b>YEAR END RETURN</b>	<b>Total (£)</b>
Grant allocated for year	
Grant received to date for this financial year	
Actual spend to date	
Full year variance	
Amount now claimed	

Please note that MOPAC reserves the right to amend any of the forms within the grant agreement as required.

If a variance is reported at line 4 please explain the reasons for it?	
Are there any risks to be highlighted?	
Summary of project achievements (in addition to the reporting against outcomes)	
Any additional issues which were not anticipated at the start or at the quarterly reporting points?	
Number of referrals: Source of referrals: Referrals engaging with service:	
Cases with police involvement: Cases reaching prosecution: Incident types: Repeat victims:	
Demographics (age, ethnicity, gender, sexuality, sexual identity, faith, disability, borough of residence):	

From service user surveys:  Is victim feeling safer? Is victim more confident to access support? Is there an improvement in victim's quality of life?	
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### **TREASURY, FINANCE OFFICER OR EQUIVALENT CERTIFICATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct; and no other grants or contributions have been or will be payable for the expenditure in respect of the grant being claimed;
- b) The expenditure has been incurred only for the purposes set out in the terms and conditions of the grant agreement for the crime prevention fund

<b>Signature:</b>	
<b>Name (printed):</b>	
<b>Position:</b>	
<b>Date:</b>	

### **CHIEF EXECUTIVE DECLARATION**

I certify to the best of my knowledge and belief that:

- a) The information provided is correct; and that a true account of delivery against the project outcomes has been provided.

<b>Signature:</b>	
<b>Name (printed):</b>	
<b>Position:</b>	
<b>Date:</b>	

Please note that MOPAC reserves the right to amend any of the forms within the grant agreement as required.