

**SPONSORED ORGANISATION SCHEME**

**2008/09**

**CONDITIONS OF GRANT**

- The grant is offered on the basis of the information supplied on the Sponsored Organisation Scheme application form.
- The Council is informed of any proposed changes to the project from those stated in the application form. Variations to the project will require specific consideration by the Council and may result in the grant being altered or withdrawn.
- Where the value of the grant exceeds £10,000 it will be issued in two instalments.
- The grant will be issued when the Council has received a signed copy of the Partnership Agreement (see attached). The Council reserves the right to:
  - See original documents if required
  - Make site visits as appropriate
- Waverley Borough Council is acknowledged in any publicity or promotion of the project.

*Please sign two copies of the grant acceptance (sign this page and last).  
Retain one copy for your files and return the other copy to:  
Alayne Boyden, Community Partnerships Officer, Waverley Borough Council,  
The Burys, Godalming, Surrey GU7 1HR*

**ACCEPTANCE OF GRANT OFFER**

I hereby accept the sponsored grant offer of £..... for 2008/09 as detailed in the application on the basis of the grant conditions detailed above.

Name of Applicant Organisation .....

Signature ..... Date.....

Name (in block capitals) .....

Position in Organisation .....

## PARTNERSHIP AGREEMENT

### INTRODUCTION

This is the partnership agreement between ..... and Waverley Borough Council for the financial year 2008/09.

### FUNDING

Waverley Borough Council will provide £..... to ..... in the following instalments:

|              |   |
|--------------|---|
| April 2008   | £ |
| October 2008 | £ |

### SERVICE TO BE PROVIDED

During 2008/09 Waverley Borough Council will measure the performance of ..... against the information supplied on the Sponsored Organisation Scheme application form.

*[Please note: Waverley Borough Council's funding must not be used for services to people in "substantial or critical need" as defined by Surrey County Council. Clients in "substantial or critical need" can only attend under special schemes where funding is provided, by Surrey CC or other sources, for appropriate care staff. These schemes will be subject to separate agreements and conditions.]*

### EXPECTATIONS

During 2008/09 ..... will:

1. Ensure that the obligations of the Organisation are performed by appropriately qualified and trained personnel with the skill, care and diligence, and to such standards of quality, as it is reasonable to expect in all circumstances.
2. Comply with all relevant statutory and legal obligations or operational frameworks (eg health and safety, food hygiene or safeguarding vulnerable adults) and maintain appropriate policy documents.
3. Use Waverley Borough Council's funding efficiently and effectively.
4. Keep proper and up-to-date records and accounts, including invoices and receipts that show how the grant has been used. These financial records shall be available for inspection by the Council on request and at any reasonable time.

5. Meet all relevant statutory requirements as regards accounts, auditing or examination of accounts, annual reports and annual returns and provide the Council with a copy of the annual accounts at the end of the financial year in respect of each year in which grant payments have been made.
6. Have public liability insurance for the sum of at least £5,000,000 in respect of any one incident and make a copy of the document available to the Council upon request.
7. Invite a nominated officer of Waverley Borough Council to attend committee meetings in a non-voting capacity.
8. Supply copies of the minutes of the committee meetings to Waverley Borough Council.
9. Give appropriate recognition to Waverley Borough Council's support (eg on the Organisation's headed stationery and in any promotion and publicity)
10. Keep the Council informed of any changes and developments to the services provided.
11. Participate in the Council's "Review of day centre services"

During 2008/09 Waverley Borough Council will:

1. Pay the grant promptly.
2. Support the Organisation to meet its obligations, giving guidance, help and advice as appropriate.
3. Represent the aims and objectives of the Organisation in local partnership and planning networks and promote the Centre and its services as appropriate.
4. Keep the Organisation informed of, and involved in, discussions about local and national policies, trends and initiatives that may influence the future strategic development of the service.
5. Involve the organisation in the Council's "Review of day centre services"

## **MONITORING**

During 2008/09 ..... will:

1. Provide Waverley Borough Council with a quarterly report giving information on activities and attendance, in particular the average number of people attending, and the number of individuals who regularly benefit from the service, as required for the Council's performance indicators.
2. Provide other information on activities and attendance by agreement.
3. Share qualitative information gathered from the customers and monitoring and evaluation of the outcomes as described in the application form.
4. Monitor and discuss progress, achievements or difficulties with a nominated officer of Waverley Borough Council.

**LIAISON**

Waverley Borough Council recognises that .....is a sponsored organisation working in partnership to deliver high priority services for the benefit of Waverley residents

The Manager will be invited to attend regular meetings with a nominated officer of Waverley Borough Council and with other Centre Managers across the Borough to share information, experiences, best practice etc.

Waverley Borough Council's contact will be:  
Alayne Boyden tel: 01483 523350 email: [aboyden@waverley.gov.uk](mailto:aboyden@waverley.gov.uk)

**AGREED BY**

On behalf of Waverley Borough Council

..... date.....

On behalf of .....

..... date.....