

Mr/Mrs/Ms First Name Surname
Position
Organisation
Address line 1
Address 2
City
Post Code

Our ref: insert
reference

March 2016

Dear INSERT NAME

OFFER OF GRANT FOR XXX

I am pleased to inform you that Lloyds TSB Foundation for Scotland, on behalf of Scottish Ministers, hereby offer to give a Children, Young People & Families Early Intervention Fund and Adult Learning & Empowering Communities Fund grant to XXX (“the Grantee”) from 1 April 2016 to 31 March 2019. In the financial year 2016-17 this will consist of up to **XXX STERLING**. Continued funding in financial years 2017-18 and 2018-19 is subject to the Scottish Parliament making the necessary funds available to the Scottish Government, with levels subject to review going forward and achievement of agreed outcomes.

The grant is awarded specifically for delivering the outcomes set out in Schedule 1; Part 1 in the attached terms and conditions. Please note that the grant must be used for the purpose specified and that any changes to the terms of the award may only be made with the express written consent of the Scottish Ministers.

The grant is also subject to the attached terms and conditions.

If you wish to accept the offer of this grant on the whole terms and conditions as set out in this letter and annexed Schedules, you must sign and date both copies of the attached Grant Acceptance and return one copy of the Offer of Grant and Schedules to Catriona Henderson at the above address. You must retain the second copy of the offer of Grant and Schedules for your own records. You must also complete and return the bank account information along with a copy of a bank statement for your organisation that has your organisation’s name on it and your account number and sort code. Please do this as soon as you are able to.

Please note that Schedule 2 should not be completed until the end of each quarter, and Schedule 3 should not be completed until the end of each financial year. The monitoring templates in Schedule 5 are for information only as we will send these to you with your outcomes included in them when you need to complete these in July, October and January. For annual reports, the first

of which is due in April 2017, the template will be very similar to the report due in October with the addition of a forward-looking section.

All correspondence relating to this grant must in the first instance be directed to Catriona Henderson at Lloyds TSB Foundation for Scotland.

Yours sincerely

A handwritten signature in blue ink that reads "Fiona Duncan". The signature is written in a cursive style and is contained within a thin black rectangular border.

Fiona Duncan
Chief Executive

1. Definitions and Interpretation

1.1 In these Conditions, the words and expressions set out in **Schedule 4** shall have the meanings ascribed to them in that Schedule.

1.2 In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.

1.3 The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.

1.4 Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

2. Purposes of the Grant

2.1 The Grant is made to enable the Grantee to carry out the Activities detailed in full in **Schedule 1; Part 1**.

2.2 The Grant shall only be used for the purposes of the Activities described and for no other purpose whatsoever.

2.3 No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.

2.4 The eligible costs for which the Grant can be claimed must be directly related to the delivery of your agreed outcomes and indicators.

2.5 The eligible costs exclude reclaimable Value Added Tax.

3. Payment of Grant

3.1 The Grant shall be paid by Lloyds TSB Foundation for Scotland, the fund administrator, to the Grantee on behalf of the Scottish Ministers in accordance with the terms of **Schedule 1; Part 2** attached.

3.2 The Grantee shall within one month following the end of each financial year in respect of which the Grant has been paid submit to the Scottish Ministers, via Lloyds TSB Foundation for Scotland, a statement of compliance with the Conditions of the Grant using the form of words provided in **Schedule 3**. The statement shall be signed by the Grantee's Director of Finance or Internal Audit.

3.3 In the event that the amount of the Grant paid by the Administrator to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Activities outlined in Schedule 1, the Grantee shall repay to the Administrator the amount of such excess within 14 days of receiving a written demand for it from or on behalf of the Administrator. **No interest should be earned on any unspent amount.** In the event that the Grantee fails to pay such amount within the 14 day period, the Scottish Ministers

shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest.

3.4 The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year as set out in Schedule 1, unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

4.1 The Grantee shall keep the Scottish Ministers, via Lloyds TSB Foundation for Scotland, fully informed of the progress of the Activities in the form of quarterly financial claims monitoring reports. The quarterly claims (**Schedule 2**) shall include actual expenditure to date compared with profiled expenditure, any change to estimated expenditure for the financial year and/or the Grant as a whole and the reasons for any such changes, along with a short summary of progress towards achieving objectives / outcomes. Each quarterly claim shall be submitted together with explanatory or supplementary material as required by the Scottish Ministers and/or Lloyds TSB Foundation for Scotland e.g. invoices, receipts, payroll reports or, where the Grant provides a contribution to core running costs, a copy of the organisation's overall accounts for the relevant period. The templates which must be used for reporting purposes will be available to download from Lloyds TSB Foundation for Scotland's website: www.ltsbfoundationforscotland.org.uk

4.2 Proposed revisions to targets / milestones against which progress in achieving objectives / outcomes are monitored should be discussed in advance with the relevant official and will be subject to the written agreement of the Scottish Ministers.

4.3 The Grantee shall, on completion of the Activities, submit a report to the Scottish Ministers, via Lloyds TSB Foundation for Scotland, summarising the outcomes and performance. This report shall use the template that will be issued for this purpose and should include such statistical and other information relating to impact as shall be required by the Scottish Ministers.

4.4 The Grantee shall also provide any other information that the Scottish Ministers or Lloyds TSB Foundation for Scotland may reasonably require to satisfy themselves that the Activities undertaken are consistent with the Agreement. The Grantee shall provide the Scottish Ministers and/or Lloyds TSB Foundation for Scotland with prompt access to any information they reasonably require to ensure compliance with these Conditions.

4.5 The Grantee shall keep and maintain for a period of 5 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.

4.6 In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the funded Activities or on the use of the Grant, or any part of it, the Grantee shall immediately notify the Scottish Ministers via Lloyds TSB Foundation for Scotland of such activity and provide such other information as the Scottish Ministers and/or Lloyds TSB Foundation for Scotland may reasonably require in relation to the impact on the Activities and the use of the Grant.

5. Confidentiality and Data Protection

5.1 The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Activities.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty's Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement

5.3 The Grantee shall ensure that all requirements of the Data Protection Act 1998 are fulfilled in relation to the Activities.

6. Disposal of Assets

Not used.

7. Publicity

The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Activities the contribution of the Scottish Ministers to its costs. This will include acknowledgement of the Grant in any published documents, or on digital media that refer to the Activities or in written or spoken presentations about the Activities. The acknowledgement should read "We acknowledge the support of the Scottish Government through a CYPFEIF and ALEC Fund Grant". The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

8.1 All Intellectual Property Rights are hereby assigned to and shall vest in the Crown or its assignees.

8.2 The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers and/or Lloyds TSB Foundation for Scotland by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers and/or Lloyds TSB Foundation for Scotland against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

9.1 The Scottish Ministers may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:

9.1.1 The Grantee commits a Default;

9.1.2 The Scottish Ministers consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;

9.1.3 The Grantee fails to carry out the Activities outlined in Schedule 1; Part 1;

9.1.4 In the Scottish Ministers' opinion, the progress in carrying out the funded Activities is not satisfactory; or

9.1.5 In the Scottish Ministers' opinion, the future of the Activities is in jeopardy.

9.2 If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law the Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.

9.3 The Scottish Ministers may withhold the payment of the Grant if at any time within the duration of the Agreement:

9.3.1 The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;

9.3.2 A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which

would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.

9.4 In the event that the Grantee becomes bound to pay any sum to the Scottish Ministers in terms of clause 9.1, the Grantee shall pay the Scottish Ministers the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay the sum within the 14 day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the Bank of England base lending rate prevailing at the time of the written demand, from the date of the written demand until payment in full of both the sum and interest.

9.5 Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, the Scottish Ministers may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

The Agreement may be terminated by the Scottish Ministers giving not less than 3 months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

These Conditions, shall continue to apply for a period of 5 years after the end of the financial year in which the final instalment of the Grant was paid.

14. Compliance with the Law

The Grantee shall ensure that in relation to the Activities, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

If you wish to accept the offer of this Grant on the whole terms and conditions as set out in the letter and annexed Schedules, you should sign and date both copies of the Grant Acceptance below and return one copy of the offer of Grant and Schedules to Catriona Henderson at Lloyds TSB Foundation for Scotland, Riverside House, 502 Gorgie Road, Edinburgh EH11 3AF. You should retain the second copy of the offer of Grant and Schedules for your own records. Please also complete and return the Banking Details section along with a copy of a bank statement for your organisation that has your organisation's name on it and your account number and sort code.

15. Governance

The Grantee shall ensure that adequate internal control and risk management systems are in place and that all resources are used economically, effectively and efficiently.

During the course of this funding organisations should consider future funding requirements and sources, and where appropriate alternative business models. Lloyds TSB Foundation for Scotland will provide support and advice on this.

16. Procurement

The Grantee shall, when purchasing supplies relating to the Activities, wherever possible advertise its requirements with a view to seeking tenders so as to secure best value for money in its purchasing activities.

GRANT ACCEPTANCE

On behalf of [Insert Grantee Institution Name] I accept the foregoing Offer of Grant by Lloyds TSB Foundation for Scotland on behalf of Scottish Ministers dated [insert date] on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that I hold the relevant signing authority.

Signed:

[Director/Company Secretary/Authorised Signatory]

Print Name:

Position in Organisation of Person Signing:

Date:

Place of Signing:

Witness

Signed:

Witness Name:

Address:

Date:

Place of Signing:

BANKING DETAILS

To enable Lloyds TSB Foundation for Scotland to make grant payments on behalf of Scottish Ministers please complete and return the following information **along with a copy of bank statement for your organisation that has your organisation's name on it and your account number and sort code.**

Name of organisation:

Bank account number:

Sort code:

Name of bank:

Address of bank:

SCHEDULE 1

PART 1: THE ACTIVITIES

This section details the outcomes and associated indicators for the funded Activities.

All Scottish Government funding for work with children and young people now includes a link to the United Nations Convention on the Rights of the Child. Therefore in addition to the outcomes set out below a condition of this funding is that all staff in your organisation who are delivering work with this funding will be made aware of the United Nations Convention on the Rights of the Child and children's rights. We will ask for confirmation that this has been done at the time of your first annual report in April 2017.

PART 2: PAYMENT OF GRANT

1. The total Grant of **£[insert grant amount in figures] STERLING** in 2016-17 shall be payable by the Scottish Ministers to the Grantee **quarterly in arrears on receipt of a completed claim for Grant** in the form set out in **Schedule 2** together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant. Continued funding in financial years 2017-18 and 2018-19 is subject to the Scottish Parliament making the necessary funds available to the Scottish Government, with levels subject to review going forward and achievement of agreed outcomes.
2. The total Grant in each financial year shall be payable in that financial year in equal quarterly payments. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers
3. Any change to the profile of expenditure or to the overall costs shall be notified to the Scottish Ministers at the earliest opportunity via the claims for Grant and monitoring reports.
4. Each claim shall be for an amount equal to the actual reasonable and proper costs and expenses incurred by the Grantee in connection with the Activities since the submission by it of the last claim for an instalment of the Grant.
5. Each quarterly claim shall be submitted together with explanatory or supplementary material as required by the Scottish Ministers and/or Lloyds TSB Foundation for Scotland e.g. invoices, receipts, payroll reports or, where the grant provides a contribution to core running costs, a copy of the organisation's overall accounts for the relevant period. Claims submitted without the appropriate documentation will be returned unpaid.
6. On receipt of each claim and the required documentation and information, the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee has reasonably and properly incurred in connection with the Activities having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within one month of receiving a claim and any required documentation and information relevant to the claim. Payments greater than the indicative quarterly amount can be made where expenditure is evidenced, so long as the overall grant amount is not exceeded.
7. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise the Scottish Ministers in writing by mid-April the amount of the Grant actually expended up to and including 31 March.

SCHEDULE 2

GRANT CLAIM FORM

Guidance

A copy of this claim form must be submitted for each of the quarterly payments, including any nil returns. Grants are paid in arrears and all claims must be accompanied by evidence of spending (see Schedule 1, Part 2, clause 5).

Organisation: [Insert organisation name]

Last four digits of bank account number

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GRANT: CYPFEIF and ALEC Fund

Total agreed grant for financial year 2016-17: [£XXXX STERLING]

What dates does this claim cover?

Month / Year

Month / Year

How much are you claiming this quarter?

£

Total claimed in this financial year (inc this claim)?

£

Please give an updated estimate of your full year costs relating to this funding. This is mandatory.

£

Declaration

I confirm that the amount claimed in respect of the above period is in accordance with the terms and conditions of the offer of Grant dated [insert date] and the Schedules attached thereto.

Completed by

Name

Position

Email

Telephone

Signature

Date

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

This is to confirm that the grant claimed by [insert Grantee name] in relation to the above Grant during the financial year ended 31 March 2017 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of [insert Grantee name].

Signed:

Name in block capitals:

Position:

Date:

SCHEDULE 4

DEFINITIONS

“Activities” means the purpose for which the Grant has been awarded as described in the Offer of Grant;

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

- (a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- (b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- (c) Any breach of any legislation; or
- (d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Financial Year” means a period from 1 April in one year until 31 March in the next;

“Grant” means the grant offered by Lloyds TSB Foundation for Scotland on behalf of Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Grant by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Payment” means each of the payments specified in Schedule 1 hereto.

SCHEDULE 5

REPORTING

First and third quarter monitoring report for CYPFEIF and ALEC Fund

Please complete this form and return it to us and your Policy Officer by [we'll insert the date] at the latest. The sections marked * must be completed.

1. Information about your organisation

Name of organisation		[We'll put this in]
Name of the person filling out this form *		
Position within organisation *		
Contact details	Phone *	
	Email *	
Reporting period		[We'll put this in] April – June or Oct – Dec and year

2. From the work you have delivered so far since the start of this funding, are you on track to meet your outcomes? *

Option	Please put an X against the one that best describes your progress against your plans.
Yes	<input type="checkbox"/>
Probably but we have some concerns.	<input type="checkbox"/>
No	<input type="checkbox"/>

If you have said 'probably' or 'no' please tell us what your concerns are about meeting your outcomes.

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3. Please provide a brief summary of the progress you have made towards each of your outcomes. *

Infrastructure funding	
Outcome	Progress towards this

1. [We will put your outcomes into this form for you]	
2.	
3.	
4.	

Core services funding	
Outcome	Progress towards this
1. [We will put your outcomes into this form for you]	
2.	
3.	
4.	

4. Please give a breakdown of your expenditure for the year to date since 1st April including the three months for which you are claiming. Please enter only whole numbers, and please do not include any VAT you can recover from HM Revenue and Customs. Your total claim should be no more than a quarter of your total annual funding through the CYPFEIF and ALEC Fund. *

Infrastructure	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		
Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Core service 1	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		
Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Core service 2	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		

Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Overall total		

5. Please explain any differences of more than 10% between the amounts you have spent and the amount you are claiming.

6. If you are predicting an underspend by the year-end, please tell us how much you think this will be and the reasons for this. *

7. Do you have any case studies or quotes relating to this work that you would be willing to share with us?

Y N

8. Do you have any forthcoming events or opportunities for a Ministerial visit?

Y N

Please put a cross in the box to confirm that:

- The information in this report is accurate and true and has been approved by the governing body of your organisation.
- The money from CYPFEIF and ALEC Fund has been used exclusively for the work described in your original application and your agreed outcomes and indicators, together with any changes you've agreed with us since then.
- There haven't been any significant changes to your grant or the governance of your organisation apart from any you've told us about and we've agreed to in writing.
- You've told us about all other sources of funding for your grant and you haven't received any duplicate funding for the activities, services or facilities the CYPFEIF and ALEC Fund is paying for.
- Your organisation keeps full and proper accounts and records, which show how the money from the CYPFEIF and ALEC Fund has been used.
- Your organisation is following all current statutory requirements and other laws and regulations relating to the grant and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety;

safeguarding of children, young people and vulnerable adults; equal opportunities; data protection and intellectual property rights legislation.

* I agree

Thank you for completing this monitoring report. Remember to send it to your Policy Officer as well as your named contact at the Foundation.

We will use this information to:

- Authorise the payment of your funding.
- Work with you to address any issues you have in delivering your agreed outcomes and indicators.
- Report to the Scottish Government on the use of and impact made with CYPFEIF and ALEC Funding.
- Provide information to the Scottish Government's evaluation of the funding model being used for the CYPFEIF and ALEC Fund.

Second quarter monitoring report for CYPFEIF and ALEC Fund

Please complete this form and return it to us and your Policy Officer by [we'll insert the date] at the latest. The sections marked * must be completed.

1. Information about your organisation

Name of organisation	[We'll put this in]	
Name of the person filling out this form *		
Position within organisation *		
Contact details	Phone *	
	Email *	
Reporting period	[We'll put this in] July - Sept and year	

2. From the work you have delivered so far since the start of this funding, are you on track to meet your outcomes? *

Option	Please put an X against the one that best describes your progress against your plans.
Yes	<input type="checkbox"/>
Probably but we have some concerns.	<input type="checkbox"/>
No	<input type="checkbox"/>

If you have said 'probably' or 'no' please tell us what your concerns are about meeting your outcomes.

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4. Please provide a brief summary of the progress you have made towards each of your outcomes. *

Infrastructure funding					
Outcome	Activities	Progress against indicators	Progress against outcome	No. of beneficiaries	Monitoring & evaluation carried out
1. [We will put your outcomes into this form for you]					
2.					
3.					
4.					
TOTAL:					

Core Services funding					
Outcome	Activities	Progress against indicators	Progress against outcome	No. of beneficiaries	Monitoring & evaluation carried out
1. [We will put your outcomes into this form for you]					
2.					
3.					
4.					
TOTAL:					

5. Please tell us about any unexpected challenges you have had in delivering your work.

6. Please tell us about any successes you have had in delivering your work.

7. Please let us know what differences any non-financial support you have received from Lloyds TSB Foundation for Scotland or your Policy Officer in relation to this funding has made to your work.

8. Please let us know what you think you will need from Lloyds TSB Foundation for Scotland or your Policy Officer to support you over the next six months.

9. Please give a breakdown of your expenditure for the year to date since 1st April including the three months for which you are claiming. Please enter only whole numbers, and please do not include any VAT you can recover from HM Revenue and Customs. Your total claim should be no more than a quarter of your total annual funding through the CYPFEIF and ALEC Fund. *

Infrastructure	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		
Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Core service 1	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		
Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Core service 2	Year to date spend	Quarterly claim
Management salaries		
Support staff salaries		

Training		
Travel and subsistence		
Office and administration costs		
Any other costs		
Subtotal		
Overall total		

10. Please explain any differences of more than 10% between the amounts you have spent in this quarter and the amount you are claiming.

11. If you are predicting an underspend by the year-end, please tell us how much you think this will be and the reasons for this.

12. Please tell us how many people have benefitted from this work. *

Group	In the last 6 months	Since April 2016
Children and young people		
Families		
Adults		

13. Please let us know of any partnerships this funding has supported you to create, sustain or develop.

14. Please let us know about any community benefits that have resulted from the work you have delivered.

15. Do you have any case studies or quotes relating to this work that you would be willing to share with us?

Y N

16. Do you have any forthcoming events or opportunities for a Ministerial visit?

Y N

Please put a cross in the box to confirm that:

- The information in this report is accurate and true and has been approved by the governing body of your organisation.
- The money from CYPFEIF and ALEC Fund has been used exclusively for the work described in your original application and your agreed outcomes and indicators, together with any changes you've agreed with us since then.
- There haven't been any significant changes to your grant or the governance of your organisation apart from any you've told us about and we've agreed to in writing.
- You've told us about all other sources of funding for your grant and you haven't received any duplicate funding for the activities, services or facilities the CYPFEIF and ALEC Fund is paying for.
- Your organisation keeps full and proper accounts and records, which show how the money from the CYPFEIF and ALEC Fund has been used.
- Your organisation is following all current statutory requirements and other laws and regulations relating to the grant and its work including: adherence to employers' liability insurance; the national minimum wage; the working time directive; health and safety; safeguarding of children, young people and vulnerable adults; equal opportunities; data protection and intellectual property rights legislation.

* I agree

Thank you for completing this monitoring report. Remember to send it to your Policy Officer as well as your named contact at the Foundation.

We will use this information to:

- Authorise the payment of your funding.
- Work with you to address any issues you have in delivering your agreed outcomes and indicators.
- Report to the Scottish Government on the use of and impact made with CYPFEIF and ALEC Funding.
- Provide information to the Scottish Government's evaluation of the funding model being used for the CYPFEIF and ALEC Fund.