

Date: 7 February 2019

Ref:

Dear

OFFER OF GRANT FOR:

Further to your grant offer letter dated March 2016, I am pleased to inform you that the Corra Foundation, on behalf of Scottish Ministers, hereby offers to give a Children, Young People & Families Early Intervention Fund and Adult Learning & Empowering Communities Fund grant to [ ] ("the Grantee") in the financial year 2019-20 of up to £54,000 STERLING. This will be the final year of this Fund.

The grant remains subject to all other terms and conditions as set out in your original grant offer letter, with the addition of clauses 4.6 A and B and the amendment to section 5.3 as set out in the attachment to this letter. The grant is awarded specifically for delivering the outcomes set out in Schedule 1; Part 1 of that letter.

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. In 2019-20 the additional condition linked to this funding is that you will carry out the following activity:

Activity	Indicator
We will take steps to promote the UNCRC through the creation and development of our policies and procedures.	By 31st March 2020 we will evidence that we have considered the rights and wellbeing of children and young people by completing a Child Rights and Wellbeing Impact Assessment (CRWIA) for the creation and development of our policies and procedures. Where applicable we will also publish a link to them on our website.

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A 20 minute training tool, templates, examples and guidance are available at <https://www.gov.scot/policies/human-rights/childrens-rights/> We will email you this link once we have your signed Grant Acceptance, and we will ask for confirmation that this has been done at the time of your annual report in April 2020.

Please note that the grant must be used only 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.

If you wish to accept the offer of this grant on the whole terms and conditions as set out in this letter and the terms and conditions and annexed Schedules set out in your original grant offer letter, 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 by Monday 18th March 2019 at the latest. Alternatively, you can email a scanned copy to [sg@corra.scot](mailto:sg@corra.scot). You must retain the second copy of the offer of Grant for your own records.

Please note that, as in 2018-19, Schedule 2s should not be completed until the end of each quarter, and a Schedule 3 should not be completed until the end of each financial year. We will email you copies of these once we have your signed Grant Acceptance, and we will also remind you to send us these each quarter. The monitoring templates will be the same as the ones used in 2018-19, with short reports in July and January and slightly longer reports in October and April. We will send you links to your online reports which will include your agreed outcomes.

All correspondence relating to this grant must in the first instance be directed to Catriona Henderson at the Corra Foundation.

Yours sincerely



Fiona Duncan  
Chief Executive

#### 4. Inspection and Information

4.6 A The Grantee must have robust safeguarding policies and procedures in place to protect vulnerable adults and children. These should include whistleblowing and monitoring and complaints processes. The Grantee must also have in place a clear procedure which must be followed if it becomes aware of any specific safeguarding incident. Any policies and procedures shall comply with the relevant current national guidance in Scotland, including the National Guidance for Child Protection in Scotland where relevant. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved in delivery of the Project or any beneficiary of the Project to Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the adult and child protection policies and procedures referred to in this clause.

4.6 B In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity in relation to the Grant or Project, or any part of either of them; and/or any safeguarding incident by or in respect of any person involved in the Project the Grantee shall immediately notify the Scottish Ministers of such activity or incident and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Scottish Ministers, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authority as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a reference to "safeguarding policies", "safeguarding procedures" or "safeguarding processes" is a reference to adult and child protection policies, procedures and processes and a "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable adult or child.

#### 5. Confidentiality and Data Protection

5.3 The Grantee shall ensure that any use of personal data by themselves is done in line with the requirements of current data protection legislation.