

ACCEPTANCE OF GRANT

Dignity in Dementia accepts the offer of Grant contained in this Grant Agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

On behalf of Dignity in Dementia

Project Manager/Project Contact:-

Signature:	Lesley Gill
Name:	LESELY GILL
Date:	6/10/2016
Position:	Director

The Recipient's Chief Finance Officer:-

Signature:	Diane Smillie
Name:	DIANE SMILLIE
Date:	6/10/2016
Position:	Director

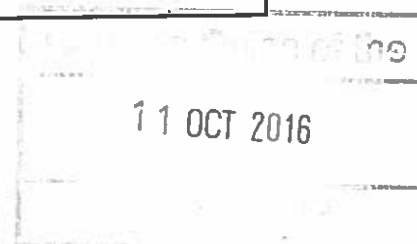
Bank details for grant payment

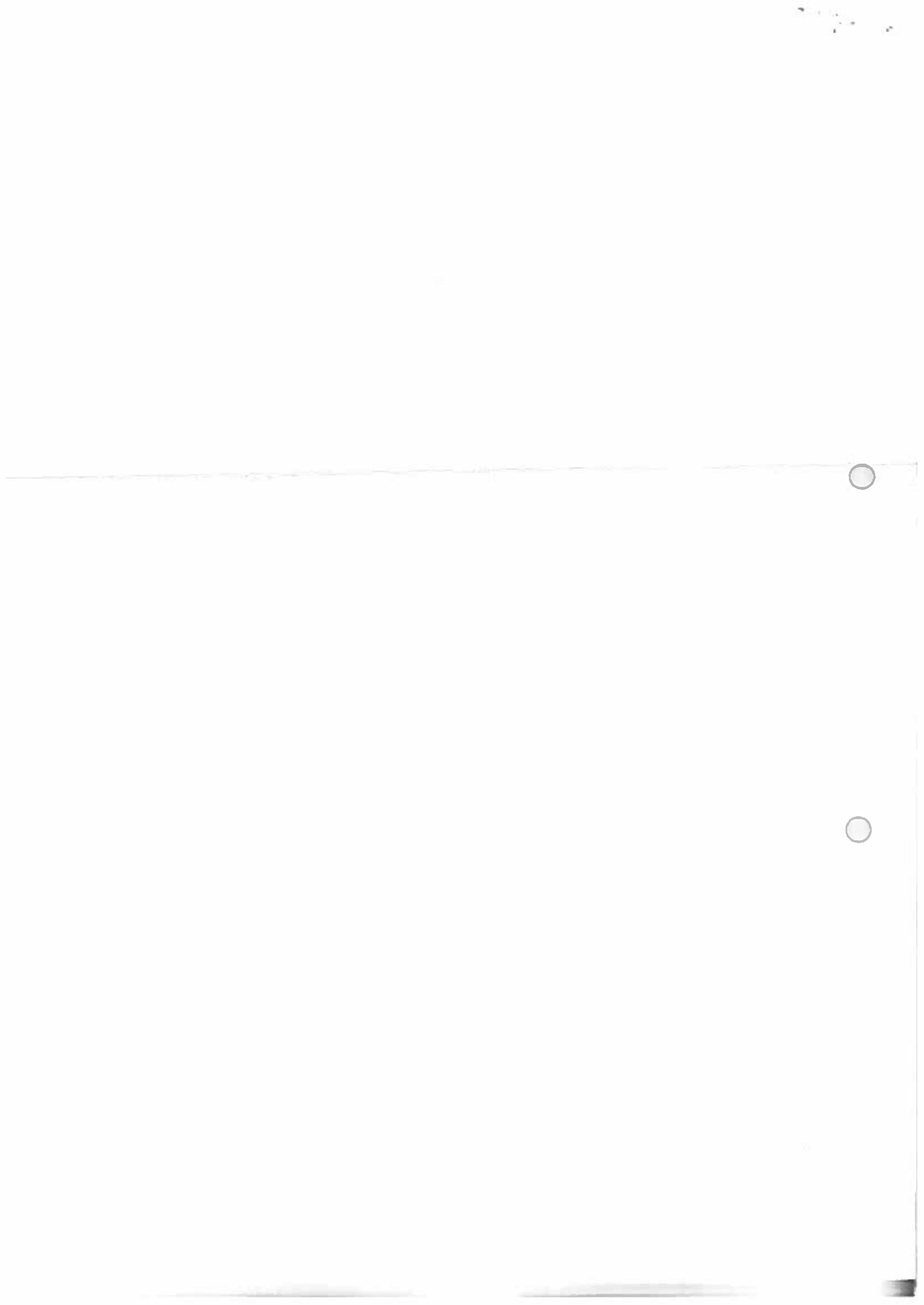
Bank name:	CUMBERLAND BUILDING SOCIETY
Branch name:	-
Sort code:	16-52-21
Account name:	Dignity in Dementia CIC
Account number:	53230385
Address:	CUMBERLAND HOUSE, COOPER WAY, PARKHOUSE, CARLISLE
Post code:	CA3 0JF

On behalf of the Police and Crime Commissioner for Cumbria

Authorised Signatory:-

Signature:	
Name:	Stuart Edwards
Date:	
Position:	Chief Executive





Police and Crime Commissioner for Cumbria Grant Agreement

THIS AGREEMENT is made on the 26th day of September 2016

PARTIES:

- (1) The Police and Crime Commissioner for Cumbria of Police Headquarters, Carleton Hall, Penrith, Cumbria, CA10 2AU, ("the Commissioner")
- (2) *Dignity in Dementia, 49 Silverdale Road, Arnside, Carnforth, Cumbria, LA5 0AL*

Introduction and definitions

- 1.1 This agreement (the "Grant Agreement") consists of 23 Clauses, 3 Schedules and 2 Annexes. It is supplementary to the Grant Letter (as defined below).
- 1.2 In this Grant Agreement:

The "Commissioner" means the Police and Crime Commissioner for Cumbria.

The "Funding Period" means 1st October 2016 to 30th September 2018.

The "Grant" means the grant payable by the Commissioner to the Recipient under the terms of this Grant Agreement, the amount of which (the "Grant Amount") shall not be more than, Year 1: £26,000 (Twenty six thousand pounds) of the total cost will be paid to the recipient.

Year 2: £26,000 (Twenty six thousand pounds) of the total costs will be paid to the recipient.

The "Grant Letter" means the letter dated from the Commissioner to the Recipient which sets out supplementary information in relation to the Grant.

The "Purpose" means that detailed in Schedule 1.

The "Recipient" means *Cumbria County Council*, herewith referred to as the "Recipient".

- 1.3 References to any statute or subordinate legislation in this Grant Agreement include references to any amendments or replacements to the statute or sub-ordinate legislation that may be enacted from time to time.

Terms and conditions

Grant Offer

Subject to the Recipient complying with the terms and conditions set out in this Grant Agreement, the Commissioner offers to pay the Grant to the Recipient as a contribution towards eligible expenditure.

- 2.1 The Recipient acknowledges that the Commissioner agrees to fund it only for the amount, the Funding Period and for the Purpose specified in this Grant Agreement.
- 2.2 This Grant is paid to the Recipient in exercise of the power conferred by part 11, section 143 of the Anti-Social Behaviour, Crime and Policing Act 2014 (the "Act").

Purpose and extent of the Grant

- 3.1 The Recipient may not use the Grant for any activities other than the Purpose, or as approved in writing by the Commissioner. Further details of the Purpose of the Grant are as defined in Schedule 1 (the "Project").

Amount of the Grant

- 4.1 The Commissioner has agreed funding of up to the Grant Amount, subject to compliance by the Recipient with the terms of this Grant Agreement.

Timing of the Grant

- 5.1 Payments will be made in arrears, in accordance with Schedule 2 (the same basis on which the Home Office pays grant to the Commissioner).
- 5.2 In order for any payment to be released, the Commissioner will require the Recipient to:
 - 5.2.1 have signed and returned a copy of this Grant Agreement to the Commissioner,
 - 5.2.2 have provided the appropriate bank details, and
 - 5.2.3 be in compliance with the terms and conditions of this Grant Agreement.
- 5.3 The Commissioner reserves the right to withhold all or any payments of the Grant if the Commissioner has reasonably requested information/documentation from the Recipient and this has not been received by the Commissioner in the timescales reasonably required.

- 5.4 The Commissioner is not permitted to pay the Grant in advance of need. If the Commissioner reasonably believes that payment is being made in advance of need, it may change the timing and/or the amount of any outstanding Grant payments.

Eligible expenditure

- 6.1 Eligible expenditure consists of payments by the Recipient for the Purpose. Eligible expenditure is net of VAT recoverable by the Recipient from HM Revenue & Customs and gross of irrecoverable VAT.
- 6.2 The Recipient shall account for the Grant on an accruals basis. This requires the cost of goods or services to be recognised when the goods or services are received, rather than when they are paid for.
- 6.3 The following costs are not Eligible Expenditure: Payments that support activity intended to influence or attempt to influence Parliament, government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action.

Managing the Grant

- 7.1 Each party must notify the other of:
- (a) the nominated person who will act as the party's authorised representative; and
 - (b) the contact details of the authorised representative and any deputies.
- 7.2 The Commissioner requires the Recipient to submit in-year monitoring information against the outcomes set out in Schedule 1 and expenditure as detailed in Schedule 3.
- 7.3 The Commissioner may require the Recipient to submit baseline information on specified outputs, outcomes and measures of performance set out in Schedule 1.
- 7.4 The Commissioner may, in addition, ask the Recipient to clarify information provided to it. If so, the Recipient shall comply with any reasonable request.
- 7.5 An end of funding monitoring report (also referred to as an "outturn statement") shall be submitted by the Recipient to the Commissioner on or before the end of the grant term. This report must:
- (a) be in the format set out in Annex B;
 - (b) be signed by a Treasurer, Finance Officer or equivalent; and

- (c) contain a detailed breakdown of expenditure for the entire Funding Period and monitoring information against the outcomes set out in Schedule 1.
- 7.6 The Commissioner may, in addition, ask the Recipient to provide it with forecast outturn information for the financial year end. If so, the Recipient shall comply with any reasonable request.
- 7.7 The Recipient must notify the Commissioner as soon as reasonably practicable that an underspend is forecast.
- 7.8 Any underspend of Grant funds must be returned to the Commissioner within 30 days of the end of this Agreement.
- 7.9 If an over payment of the Grant has been made, the Commissioner will notify the Recipient in writing and will expect repayment to be made within 30 days.
- 7.10 The Recipient may not vire funds between this Grant and other grants made to it.
- 7.11 The Recipient's Chief Finance Officer or equivalent will ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure. The Chief Finance Officer, or equivalent should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams.
- 7.12 The Recipient undertakes to complete the work for which the Grant is provided. The work should be completed within agreed timescales, and the Recipient will report any significant variations to spending on work funded by the Commissioner.
- 7.13 The Recipient will recognise the Commissioner as a partner in any publicity or literature related to the service. The Recipient shall seek approval from the Commissioner when acknowledging the Commissioners support of its work.

Records to be kept

- 8.1 The Recipient must:
- (a) maintain and operate effective monitoring and financial management systems; and
 - (b) 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 writing or electronic form.

8.2 Where the Recipient is working in partnership and its partner(s) wish to retain such documentation, the Recipient should obtain from the partner(s):

(a) an annual, written statement, signed by the partner's treasurer, of how the money was spent;

and

(b) a signed undertaking that the partner will retain such documents for the period prescribed above.

8.3 Any funds provided under this Grant Agreement used to purchase capital items must be recorded separately to revenue items and identified on a separate payment request form.

Audit and inspection

9.1 The Recipient, without charge, will permit any officer or officers of the Commissioner, external auditing bodies or their nominees, to visit its premises and/or inspect any of its activities and/or to examine and take copies of the Recipient's books of account and such other documents or records as in such officers' view may relate to the use of Grant. In addition, examinations may be carried out into the economy, efficiency and effectiveness with which the Grant has been used. The Commissioner shall endeavour, but is not obliged, to provide due notice of its intent to conduct an audit.

9.2 The value and purpose of this grant shall be identified separately in the Recipient's audited accounts (or the notes thereto).

Lawful conduct, equal opportunities, use of volunteers and activities funded by the Grant

10.1 The Recipient must ensure that all reasonable steps have been taken to ensure that it and anyone acting on its behalf complies with any applicable law for the time being in force (so far as binding on the Recipient).

10.2 No aspect of the activity funded by the Commissioner may be party-political in intention, use, or presentation.

10.3 The Grant may not be used to support or promote religious activity. This will not include inter faith activity.

Procurement procedures

11.1 The Recipient must secure the best value for money and shall act in a fair, open and non-discriminatory manner in all purchases of goods and services.

11.2 If the Recipient follows a single tender procedure it must provide and document a full justification that can be robustly defended and maintain the relevant documentation on file. Such justification may apply in exceptional circumstances for example where:

- (a) the requirement can demonstrably be met only by proprietary or specialist equipment; or
- (b) the requirement can demonstrably be met only by a single available entity with extremely niche skills; or
- (c) there are simply no alternative sources of supply.

11.3 The Recipient must ensure it complies with requirements of the Public Contracts Regulations 2006 (SI 2006/5) when procuring works, goods or services as appropriate using Grant monies.

Conflict of interest and financial or other irregularities

12.1 The Recipient and employees of the Recipient shall be careful not to be subject to conflicts of interest.

12.2 The Recipient must set up formal procedures to require all such persons to declare any personal or financial interest in any matter concerning the Recipient's activities and to be excluded from any discussion or decision-making relating to the matter concerned.

12.3 If the Recipient has any grounds for suspecting financial irregularity in the use of any Grant paid under this Grant Agreement, it must notify the Commissioner immediately, explain what steps are being taken to investigate the suspicion, and keep the Commissioner informed about the progress of the investigation.

12.4 For the purposes of Clause 12.3, "financial irregularity" includes fraud or other impropriety, mismanagement, and the use of the Grant for purposes other than those intended by the Commissioner.

Breach of Grant Conditions

13.1 If the Recipient fails to comply with any of the conditions set out in this Grant Agreement, or if any of the events mentioned in Clause 13.2 occur, then the Commissioner may reduce, suspend, or withhold Grant payments, or require all or any part of the Grant to be repaid. The Recipient must repay any amount required to be repaid under this condition within 30 days of receiving the demand for repayment.

13.2 The events referred to in Clause 13.1 are as follows:

- (a) The Recipient purports to transfer or assign any rights, interests or obligations arising under this Grant Agreement without the written agreement in advance of the Commissioner;
- (b) 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 Commissioner considers to be material;
- (c) The Recipient takes inadequate measures to investigate and resolve any reported irregularity;
- (d) The Recipient changes the nature of its operations to the extent which the Commissioner considers to be significant or prejudicial.
- (e) The Recipient is subject to a proposal for 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 make 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.

13.3 It is hoped that most difficulties encountered by the Recipient can be overcome with the advice and support of the Commissioner. In the event that it becomes necessary to take steps to enforce the terms and conditions of this Grant Agreement, the Commissioner will write to the Recipient giving particulars of its concern or of any breach of a term or condition of the Grant.

13.4 The Recipient must act within 30 days (or earlier, depending on the severity of the problem) to address the Commissioner's concern or rectify the breach, and may consult the Commissioner or agree with it an action plan for resolving the problem. If the Commissioner is not satisfied with steps taken by the Recipient to address its concern or rectify the breach, it may take steps to withhold or suspend the further payment of Grant, or to recover Grant funds already paid.

13.5 On termination of this Grant Agreement for any reason, the Recipient as soon as reasonably practicable return to the Commissioner any assets or property or any unused funds (unless the Commissioner gives its written consent to their retention) then in its possession in connection with this Grant Agreement.

Insurance coverage

- 14.1 The Recipient shall ensure that it has adequate insurance coverage (including but not limited to public liability insurance) in place, and shall provide evidence of such insurance to the Commissioner on request.
- 14.2 Where the Recipient is a public body and has in place appropriate self-insurance arrangements, the Recipient may request, and the Commissioner, acting reasonably, may agree that the provisions of the Clause 14.1 above shall be waived.

Indemnity

- 15.1 The Commissioner accepts no liability to the Recipient or to any third party for any costs, claims, damage or losses, however they are incurred, except to the extent that they arise from personal injury or death which is caused by the Commissioner's negligence.
- 15.2 The Recipient agrees to indemnify the Commissioner for any costs, claims, damages or losses which arise as a result of negligence by the Recipient or out of any breach by the Recipient of any terms of this Grant Agreement.

Funding Period and Termination

- 16.1 The Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period.
- 16.2 The Commissioner may terminate this Agreement forthwith by serving a written notice on The Recipient if:
- the grant or any part of it is being used for any purpose other than the purpose set out in this Agreement;
 - The Recipient has made any false, incorrect or misleading statement in order to obtain this grant or has been involved in any illegal activity or improper act in its administration;
 - The Recipient has failed to remedy any breach of this Agreement within 28 days (or such other period as the Commissioner agrees in writing) of being served with a notice pointing out the breach requiring its rectification.
- 16.3 The Recipient may terminate this Agreement forthwith by serving a notice on the Commissioner in writing if it has made a written request for payment of a sum properly due to it

under this Agreement and the Commissioner has failed to make payment of that sum within 28 days of receiving the request.

- 16.4 Notwithstanding Clauses 17.2 and 17.3 above, this Agreement may be terminated by either party giving the other at least three months' notice (or other agreed time period) in writing.
- 16.5 With reference to 17.4 above, in the event that either party exercises its right to give notice of termination under this Agreement, the Commissioner will reimburse the Recipient in relation to expenditure reasonably estimated and actually incurred in providing services within the scope of this Agreement up until the effective date of termination. The right to reimbursement can be excluded if termination of the agreement is enacted under the provisions set out in Clause 17.2 above.
- 16.6 Any termination of this Agreement will be without prejudice to any other rights or remedies of the parties under this Agreement or at law and will not affect any accrued rights or liabilities of the parties at the date of termination.

Amendments to the Grant Agreement

- 17.1 This Grant Agreement sets out the entire agreement between the parties. They replace all previous negotiations, agreements, understandings and representations between the parties, whether oral or in writing.
- 17.2 Any amendments to this Grant Agreement shall only be valid if they are in writing and signed by an authorised representative of both parties.

Freedom of Information

- 18.1 Where applicable, the Recipient and the Commissioner are required to comply with the Freedom of Information Act 2000 (the "FOI Act"), any subordinate legislation made under the FOI Act and any guidance issued by the Information Commissioner.
- 18.2 The Recipient agrees to assist and co-operate with the Commissioner to enable the Commissioner to comply with its obligations under the FOI Act whenever a request is made for information which relates to or arises out of this Grant Agreement.

Transparency

- 19.1 The Recipient acknowledges that the Commissioner shall disclose this agreement and payments made against this grant of value £500 and above, in accordance with the Government's transparency agenda.

19.2 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.

Notices

20.1 All notices, invoices and other communications relating to this Grant Agreement shall be in writing and in English and shall be served by a party on the other party at its address shown at the head of this Grant Agreement.

20.2 Notices delivered hereunder shall be deemed to be delivered:

21.1.1 if delivered by hand, upon receipt;

21.1.2 if sent by pre-paid registered first class post (providing it is not returned as undelivered to the sender), two (2) working days after posting.

21.1.3 if sent by electronic mail, on the date of delivery subject to the following conditions:

- a) electronic mail should be sent to the Commissioner at commissioner@cumbria-pcc.gov.uk,
- b) when an electronic mail is sent on a day which is not a working day or after 3:00pm on a working day, the electronic mail is deemed to have been received on the next working day, and
- c) each electronic mail containing a formal notice under this Agreement shall be sent with a delivery receipt requested and shall not be deemed to have been received until the sender receives a confirmation delivery receipt.

Contract (Rights of Third Parties) Act 1999

21.1 No person who is not a party to this Grant Agreement shall have the right to enforce any its terms.

Governing Law

22.1

22.2 This Grant Agreement shall be subject to and construed in accordance with English Law and subject to the exclusive jurisdiction of the courts of England and Wales.

ACCEPTANCE OF GRANT

Dignity in Dementia accepts the offer of Grant contained in this Grant Agreement and agrees to comply with the terms and conditions of the Grant on which the offer is made.

On behalf of Dignity in Dementia

Project Manager/Project Contact:-

Signature:	
Name:	
Date:	
Position:	

The Recipient's Chief Finance Officer:-

Signature:	
Name:	
Date:	
Position:	

Bank details for grant payment

Bank name:	
Branch name:	
Sort code:	
Account name:	
Account number:	
Address:	
Post code:	

On behalf of the Police and Crime Commissioner for Cumbria

Authorised Signatory:-

Signature:	
Name:	Stuart Edwards
Date:	
Position:	Chief Executive

SCHEDULE 1 – THE PURPOSE

Insert details of the purpose of the grant including any related specification, performance/outcome/outputs upon which funding is conditional. Include details of any monitoring or reporting requirements to evidence delivery.

The purpose of the grant is to fund Dignity in Dementia, across two years (2016-17 to 2017-18) to deliver a county-wide project aimed at reducing repeat incidents linked to dementia and providing support for vulnerable individuals suffering from dementia.

The project aims to deliver:-

- A minimum of 140 Emotional Trigger Assessments designed to identify the triggers that exacerbate risk behaviours in dementia sufferers that lead to police involvement. Following the assessment Dignity in Dementia works with families and professionals to develop need specific strategies to reduce or remove the behaviour and risks for individuals with dementia.
- Printing and distribution of a Dementia Guide aimed at providing information on how to support someone with dementia, including links to the Dementia Emergency App.

The Commissioner is making a contribution to the Recipient, to support the delivery of the following outcomes:

- To reduce repeat calls for service to police.
- To ensure agencies deal more appropriately with individuals suffering from dementia; thereby ultimately reducing the number of safeguarding referrals that are made.
- To provide a countywide support for family members of individuals with dementia in Cumbria.
- To increased partnership working thereby reducing the risks and harm to people with dementia

SCHEDULE 2 – PAYMENT SCHEDULE**Year 1 – 1st October 2016 to 30th September 2017**

Payment	Period From:	Payment date*	Monitoring Schedule
£2,166.67	October 2016	November 2016	
£2,166.67	November 2016	December 2016	
£2,166.67	December 2016	January 2017	Quarterly update
£2,166.67	January 2017	February 2017	
£2,166.67	February 2017	March 2017	
£2,166.67	March 2017	April 2017	Mid-term report
£2,166.67	April 2017	May 2017	
£2,166.67	May 2017	June 2017	
£2,166.67	June 2017	July 2017	Quarterly update
£2,166.67	July 2017	August 2017	
£2,166.67	August 2017	September 2017	
£2,166.67	September	October 2017	Quarterly update

*In accordance with the agreement payments will usually be monthly or quarterly in arrears unless otherwise stated.

Please send all invoices to the following email address:

OPCCinvoices@Cumbria.police.uk

Year 2 – 1st October 2017 to 30th September 2018

Payment	Period From:	Payment date*	Monitoring Schedule
£2,166.67	October 2017	November 2017	
£2,166.67	November 2017	December 2017	
£2,166.67	December 2017	January 2018	Quarterly update
£2,166.67	January 2018	February 2018	
£2,166.67	February 2018	March 2018	
£2,166.67	March 2018	April 2018	Mid-term report
£2,166.67	April 2018	May 2018	
£2,166.67	May 2018	June 2018	
£2,166.67	June 2018	July 2018	Quarterly update
£2,166.67	July 2018	August 2018	
£2,166.67	August 2018	September 2018	
£2,166.67	September 2018	October 2018	End of year Evaluation

SCHEDULE 3 – IN-YEAR FINANCIAL MONITORING INFORMATION REQUIREMENTS

In addition to the provision of Annex A, the Commissioner requires the following in-year monitoring information to be provided within 15 days of each quarter within the payment Schedule

Breakdown of expenditure (items)	£(0,000s)
Total:	

Note: The in-year monitoring information requirements are separate to the requirements detailed in Clause 7.5. The Commissioner may request the Recipient to clarify any information provided.

Mid-term report:

The mid-term report should set out the progress your project has made during the period of six months of funding. We would expect to receive your mid-term report within the 4 weeks following the six month anniversary of the start of your project and one further at the end of the funding period by way of evaluation. The reports should set out what has been achieved with the funding as detailed in the grant application, and as a minimum this should include:

- Include a baseline evaluation.
- The number of communication sessions delivered to Cumbria police personnel.
- The number of families and individuals referred and supported as defined in the project application.
- The reduction in the number of repeat call-outs to the police to deal with dementia patients.
- Evidence of reduced involvement with other agencies.
- Reduced incidents of challenging/harmful behaviour of individuals assisted by the project.

End of Project Report:

Your end of project report should set out the information detailed above, consolidated for the full 12 months, detailing in total the assessments you have delivered, the number of clients you have supported and the overall evaluation results for those clients and their families and the reduction in calls for service for the police and other agency involvement. We would also like you to tell us what you have learned from delivering this project, what difference you think it has made and highlight for us any client case studies that you think will help to share that learning.

ANNEX A

PAYMENT REQUEST AND FINANCIAL MONITORING REPORT

Grant Recipient: Dignity in Dementia	Grant Stream:
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Period From: 1 st October 2016 To: 30 th September 2017	Resource (£) £
(1) Total funding received for this project year	
(2) Funding request for this period	
(3) Total funding received and requested (1+2)	

MONITORING INFORMATION REQUIREMENTS

Please detail the expenditure for which this claim is made including confirmation of what has been attached to this payment request form e.g. invoices/payroll information

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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:

Grant Recipient Signature:			
Name (printed):		Date:	
Position:			

OCPCC sign off:

Signature:			
Name (printed):		Date:	
Position:			

