



Grant Agreement

CUMBRIA POLICE AND CRIME COMMISSIONER

P2 SMALL FUNDED PROJECTS

Police and Crime Commissioner for Cumbria Grant Agreement

THIS AGREEMENT is made on the 11th day of August 2020

PARTIES:

- (1) **The Police and Crime Commissioner for Cumbria**
of Police Headquarters, Carleton Hall, Penrith, Cumbria, CA10 2AU, (“the Commissioner”)
- (2) **Time To Share Bereavement Services CIC**
63 Holly Bank, The Highlands, Whitehaven, CA28 6SA (“the recipient”).

Introduction and definitions

1.1 This agreement (the “Grant Agreement”) consists of 24 Clauses, 1 Schedule and 1 Annex.

1.2 In this Grant Agreement:

- The “**Commissioner**” means the Police and Crime Commissioner for Cumbria
- The “**Funding Period**” means from the date of this Grant Agreement up to 31st March 2021.
- 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 **£3,070**
- The “**Purpose**” means that detailed in Schedule 1.
- The “**Recipient**” means Time To Share Bereavement Services CIC, herewith referred to as the “Recipient”.

"Prohibited Act" means:

Offering, giving or agreeing to give to any servant of the Commissioner or the Crown any gift or consideration of any kind as an inducement or reward for:

- doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Grant Agreement or any other contract with the Commissioner or the Crown; or
- showing or not showing favour or disfavour to any person in relation to this Grant Agreement or any other contract with the Commissioner or the Crown;
- entering into this Grant Agreement or any other contract with the Commissioner or the Crown where a commission has been paid or has been agreed to be paid by the Recipient or on its behalf, or to its knowledge, unless before the relevant contract is entered into particulars of any such commission and of the terms and conditions of any such contract for the payment thereof have been disclosed in writing to the Commissioner;
- committing any offence:
- under the Bribery Act 2010 or any guidance or codes of practice issued by the relevant government department concerning such Act;
- under legislation creating offences in respect of fraudulent acts; or
- at common law in respect of fraudulent acts in relation to this Grant Agreement or any other contract with the Commissioner or the Crown; or
- defrauding or attempting to defraud or conspiring to defraud the Commissioner or the Crown.

"Anti-Discrimination Legislation" means the:

- Sex Discrimination Act 1975 and Sex Discrimination Act 1986;
- Race Relations Act 1976;
- Disability Discrimination Act 1995;
- Human Rights Act 1998;
- Equal Pay Act 1970;
- Employment Rights Act 1996;

- Employment Equality (Sexual Orientation) Regulations 2003;
- Employment Equality (Religion or Belief) Regulations 2003;
- Employment Equality (Age) Regulations 2006;
- Equality Act 2006;
- Equality Act 2010; and
- any other legal or statutory requirement, modification or re-enactment relating to discrimination.

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

- 2.1 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.
- 2.2 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.
- 2.3 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 2017 (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.

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 70% in advance and 30% in arrears.
- 5.2 In order for the initial 70% 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 In order for the final payment of 30% to be released, the Commissioner will require the Recipient to:
- 5.3.1 have completed the project to completion, as set out in the Purpose at Schedule 1
 - 5.3.2 have completed and returned the Monitoring and Evaluation at Annex A of this Grant Agreement within two months of the project ending

- 5.4 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.

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, payments for activities which the Recipient has already received or claimed funding from another funder

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 may require the Recipient to submit baseline information on specified outputs, outcomes and measures of performance set out in Schedule 1.
- 7.3 The Commissioner may arrange for the Recipient to be visited by a member of staff throughout the Funding Period so they can evaluate the Recipient's progress, in order to ensure the Purpose is being compiled with.
- 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 A Monitoring and Evaluation Report shall be submitted by the Recipient to the Commissioner within two months of the end of the grant term. This report must:
- (a) be in the format set out in Annex A;
 - (b) be signed by the Recipient
 - (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 Recipient must notify the Commissioner as soon as reasonably practicable that an underspend is forecast.
- 7.7 Any underspend of Grant funds must be returned to the Commissioner within 30 days of the end of this Agreement.
- 7.8 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.
- 7.9 The Recipient may not vire funds between this Grant and other grants made to it.
- 7.10 The Recipient will ensure that appropriate professional arrangements are put in place for the management of the Grant and the reporting of expenditure. The Recipient should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams.

- 7.11 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.
- 7.12 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 Commissioner's 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 Changes to the organisation's constitution or articles of association with regards to the funded project must not be made within the grant monitoring period without first notifying and obtaining the approval of Commissioner.
- 10.2 The Recipient must take all reasonable steps to ensure that it and anyone acting on its behalf complies with any applicable law (including the Data Protection Act 1998, the Freedom of Information Act 2000, the Health and Safety at Work etc Act 1974, any Anti-Discrimination Legislation and any applicable law relating to child protection) for the time being in force (so far as is binding on the Recipient or any other person acting on its behalf).

- 10.3 Without prejudice to Clause 2, the Recipient shall not use the Grant:
- (a) for party-political purposes;
 - (b) to promote religious activity (other than inter-faith activity);
 - (c) for commercial purposes (save where such purposes are consistent with the Purposes);
 - (d) for making any payment to the owners, members and directors of the Recipient (including any distribution, profit share, dividend, bonus and/or any similar or equivalent benefit), save in accordance with any contract of employment duly approved by the directors of the Recipient.
- 10.4 The Recipient should take all necessary steps to ensure that the Grant is accounted for and monitored separately from the Recipient's other funding streams (unless various grant streams are pooled). Details of the Grant must be shown separately in the organisation's accounts as 'restricted funds' and must not be included in its general funds. Copies of the relevant accounts must be provided if requested.
- 10.5 The Recipient should take all necessary steps to ensure that all of its staff, volunteers or agents who are working with children or vulnerable adults have had references taken up and DBS checks completed. The Commissioner retains the right to request copies of both the references and the DBS checks for all of the Recipients staff, volunteers and agents.

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

Warranties

- 15.1 The Recipient warrants, undertakes and covenants that:
- (a) it has not committed, nor shall it commit, any Prohibited Act;
 - (b) it has and shall keep in place systems to deal with the prevention of any fraudulent use of the Grant, any misuse of the Grant or any other fraud or financial impropriety in connection with the Grant;

- (c) it has and shall keep in place systems to ensure propriety and regularity in the handling of the Grant;
- (d) all financial and other information concerning the Recipient which has been disclosed to the Commissioner is to the best of its knowledge and belief, true and accurate;
- (e) it is not subject to any contractual or other restriction imposed by its own or any other organisation's rules or regulations or otherwise which may prevent or materially impede it from meeting its obligations in connection with the Grant; and
- (f) it is not aware of anything in its own affairs, which it has not disclosed to the Commissioner, which might reasonably have influenced the decision of the Commissioner to make the Grant on the terms contained in this Grant Agreement.

Indemnity

- 16.1 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.
- 16.2 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.
- 16.3 The Commissioner's liability under or in connection with this Grant Agreement is limited to the payment of the Grant and for the avoidance of doubt, nothing in this Grant Agreement places any obligation on the Commissioner to renew or continue funding to the Recipient after the end of the Funding Period.

Intellectual Property Rights

- 17.1 The Recipient shall grant to the Commissioner at no cost an irrevocable, royalty-free perpetual license to use and to sub-license the use of any material created by the Recipient under the terms of this Grant Agreement for such purposes as the Commissioner shall deem appropriate.
- 17.2 The Commissioner's logo must be used on any branding materials (this includes internet sites) that the funding supports and must be agreed by the OPCC prior to its use. All media opportunities must be jointly undertaken with the OPCC and where possible a media launch should be discussed and undertaken jointly by the OPCC.
- 17.3 Failure to comply with clause 17.2 above could result in the Recipient being in breach of this Agreement. Should this breach occur the Commissioner retains the right to withhold the final 30% of funding payable at the end of the project.

Funding Period and Termination

- 18.1 The Commissioner does not commit to renew or continue financial support to the Recipient after the Funding Period.
- 18.2 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.

18.3 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.

18.4 Notwithstanding Clauses 18.2 and 18.3 above, this Agreement may be terminated by either party giving the other at least three months' notice (or other agreed time period) in writing.

18.5 With reference to 18.4 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 18.2 above.

18.6 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

19.1 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.

19.2 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

20.1 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.

20.2 The Recipient agrees to assist and cooperate 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

21.1 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.

21.2 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

22.1 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.

22.2 Notices delivered hereunder shall be deemed to be delivered:

22.2.1 if delivered by hand, upon receipt;

22.2.2 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.

22.2.3 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

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

Governing Law

24.1 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.

General Data Protection Regulation (GDPR)

25.1 The expressions "Controller", "Processor", "Data Subject", "Personal Data", "Personal Data Breach" and "Data Protection Officer" shall have the meaning given in the GDPR.

- a) The Parties acknowledge that for the purpose of the Data Protection Legislation, the PCC is the Controller and the Contractor is the Processor. The only processing that the Contractor is authorized to do is listed in the Annex to this Schedule.
- b) The Contractor shall notify the PCC immediately if it considers that any of the PCC's instructions infringe the Data Protection Legislation.
- c) The Contractor shall provide all reasonable assistance to the PCC in the preparations of any Data Protection Impact Assessment prior to commencing any processing. Such assistance may, at the discretion of the PCC, include:
 - I) a systematic description of the envisaged processing operations and the purpose of the processing.
 - II) an assessment of the necessity and proportionality of the processing operations in relation to the Services;
 - III) an assessment of the risk to the rights and freedoms of Data Subjects; and
 - IV) the measures envisaged to address the risks, including safeguards, security measures and mechanisms to ensure the protection of Personal Data.

25.2 The Contractor shall, in relation to any personal Data processed in connection with its obligations under this Agreement:-

- a) process that Personal Data only in accordance with this Schedule, unless the Contractor is required is required to do otherwise by Law. If it is so required the Contractor shall promptly notify the PCC before processing the Personal Data unless notification is prohibited by Law;
- b) ensure that it has in place Protective Measures, which have been reviewed and approved by the PCC as appropriate to protect against a Data Loss Event having taken account of the:
 - I) nature of the data to be protected;
 - II) harm that might result from a Data Loss Event;
 - III) state of technological development' and
 - IV) cost of implementing any measures;
- c) ensure that:
 - I) the Staff do not process Personal Data except in accordance with this Schedule:
 - II) it takes all reasonable steps to ensure the reliability and integrity of any Staff who have access to the Personal Data and ensure that they:
 - III) are aware of and comply with the Contractor's duties under this clause;
 - IV) are subject to appropriate confidentiality undertakings with the Contractor or any Sub-processor;
 - V) are informed of the confidential nature of the Personal Data to any third Party unless directed in writing to do so by the PCC or as otherwise permitted by this Agreement; and
 - VI) have undergone adequate training in the use, care, protection and handling of Personal Data;
- d) do not transfer Personal Data outside of the EU unless the prior written consent of the PCC has been obtained and the following conditions are fulfilled;
 - I) the PCC or the Contractor has provided appropriate safeguards in relation to the transfer (whether in accordance with GDPR Article 46 or LED Article 37) as determined by the PCC;
 - II) the Data Subject has enforceable rights and effective legal remedies;
 - III) the Contractor complies with its obligations under the Data Protection Legislation by providing an adequate level of protection to any personal Data that is transferred (or, if it is not so bound, uses its best endeavours to assist the PCC in meeting its obligations); and
 - IV) the Contractor complies with any reasonable instructions notified to it in advance by the PCC with respect to the processing of the Personal Data;
- e) at the written direction of the PCC, delete or return Personal data (and any copies of it) to the PCC on termination of the Agreement unless the Contractor is required by Law to retain the personal Data.

5. Subject to paragraph 6 below, the Contractor shall notify the PCC immediately if it:

- a) receives a Data Subject Access Request (or purported Data Subject Access Request);
- b) receives a request to rectify, block or erase any Personal Data;
- c) receives any other request, complaint or communication relating to either Party's obligations under the Data Protection Legislation;
- d) receives any communication from the Information Commissioner or any other regulatory authority in connection with Personal Data processed under this Agreement;
- e) receives a request from any third party for disclosure of Personal Data where compliance with such request is required or purported to be required by Law;
- f) becomes aware of a Data Loss Event.

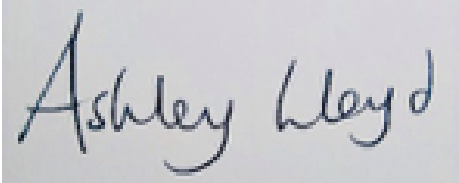
6. The Contractor's obligation to notify under paragraph 5 shall include the provision of further information to the PCC in phases, as details become available.
7. Taking into account the nature of the processing, the Contractor shall provide the PCC with full assistance in relation to either Party's obligations under Data Protection Legislation and any complaint, communication or request made under paragraph 6 (and insofar as possible within the timescales reasonably required by the PCC) including by promptly providing:
 - a) the PCC with full details and copies of the complaint, communication or request;
 - b) such assistance as is reasonably requested by the PCC to enable the PCC to comply with a Data Subject Access Request within the relevant timescales set out in the Data Protection Legislation.
 - c) the PCC, at its request, with any Personal Data it holds in relation to a Data Subject;
 - d) assistance as requested by the PCC following any Data Loss Event.
 - e) assistance as requested by the PCC following any request from the Information Commissioner's Office, or any consultation by the PCC with the Information Commissioner's Office.
8. The Contractor shall maintain complete and accurate records and information to demonstrate its compliance with this Schedule.
9. The Contractor shall allow for audits of its Data Processing activity by the PCC or the PCC's designated auditor.
10. The Contractor shall designate a data protection officer if required by the Data Protection Legislation.
11. Before allowing any Sub-processor to process any Personal Data related to this Agreement, the Contractor must:
 - a) Notify the Customer in writing of the intended Sub-processor and processing;
 - b) Obtain the written consent of the PCC;
 - c) Enter into a written agreement with the Sub-processor which give effect to the terms set out in this Schedule such that they apply to the Sub-processor as the PCC may reasonably require.
 - d) Provide the PCC with such information regarding the Sub-processor as the PCC may reasonably require.
12. The Contractor shall remain fully liable for all acts or omissions of any Sub-processor.
13. The Parties agree to take account of any guidance issued by the information Commissioner's Office. The PCC may on not less than 2 months' notice to the Contractor amend this Schedule to ensure that it complies with any guidance issued by the Information Commissioner's Office where this is reasonably required to comply with Data Protection Legislation.
14. The provisions of this Schedule shall apply during the continuance of the Agreement and indefinitely after its expiry or termination.

ACCEPTANCE OF GRANT

Time To Share Bereavement Services CIC 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.

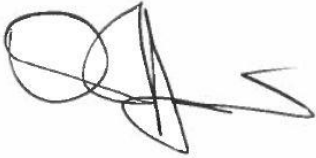
On behalf of Time To Share Bereavement Services CIC

Project Manager/Project Contact:-

| | |
|---|---|
| <p>Signature: <i>(must be completed)</i> Please provide an electronic or wet signature. Where a wet signature is provided please scan the form to return via email. Typed signatures will not be accepted.</p> |  |
| <p>Name: <i>(please print)</i></p> | <p>ASHLEY LLOYD</p> |
| <p>Position:</p> | <p>DIRECTOR</p> |
| <p>Date:</p> | <p>12th August 2020</p> |

On behalf of the Police and Crime Commissioner for Cumbria

Authorised Signatory:-

| | |
|--------------------------|---|
| <p>Signature:</p> |  |
| <p>Name:</p> | <p>Vivian Stafford</p> |
| <p>Position:</p> | <p>Head of Partnerships and Commissioning</p> |
| <p>Date:</p> | <p>12.08.2020</p> |

SCHEDULE 1 – THE PURPOSE

In accordance with Section 143 of the Anti-social Behaviour, Crime and Policing Act 2017, the Commissioner, as the local policing body, has powers to provide or to commission:-

- (a) Services that in the opinion of the local policing body will secure, or contribute to securing, crime and disorder reduction in the body's area;
- (b) Services that are intended by the local policing body to help victims or witnesses of, or other persons affected by, crime and anti-social behaviour;
- (c) Services of a description specified in an order made by the Secretary of State.

A local policing body arranging for the provision of services under this section may make grants in connection with the arrangements.

A grant may be subject to any conditions (including conditions as to repayment) that the local policing body thinks appropriate.

The Commissioner therefore intends to make these grants in accordance with (a) above and more details are in Schedule 1.2 below.

Schedule 1.2 PROJECT DETAILS (DELIVERABLES/REPORTING)

Deliver the scheme proposed by **Time To Share Bereavement Services CIC** and set out within the application to the Covid-19 Community Recovery fund. Full award of funding is subject to the OPCC being in receipt of the final scheme evaluation report.

a) Purpose/Key Deliverables (relevant to objectives in Police and Crime Plan)

The funding will be used to provide an 8 week child-led after school course for whole families who have experienced bereavement including those through suicide or crime.

The project will enable peer support networks for children and adults and will be led by a qualified and certified Play Therapist who will work with whole families to restore cohesion, build coping strategies and grief processes.

The project will focus on preventing or reducing the risk of Adverse Childhood Experiences impacting on the children involved in the programme.

The project will assist children in processing their feelings, thoughts and ideas and progress through the stages of grief to begin to accept their loss.

| QUANTITY AND UNIT PRICE | DESCRIPTION | TOTAL COST |
|--|--|--------------------|
| 8 x £45 pre 8 x £45 post | 8 x 1 hour meetings between the Play Therapist: parent/carer & child pre and post group - SDQ's and other evaluation tools completed | £720 |
| 8 x £90 4 x £45 | 8 weeks x 2 hours group delivery by Play Therapist + set up and clear away 4 hours reflection / supervision time with staff | £720 £180 |
| 8 x 14 x 2 x 2 4 x 14 x 2 | X 2 additional staff to support group delivery £14 per hour 2 hours per week for 8 weeks- (1 alongside parents and 1 to assist with the children) 4 hours supervision time for 2 staff | £448 £112 |
| 3 x £10 x 8 2 x £25 2 x £25 | Additional costs: 3 hours per week admin support for group Snacks for group £25 per month x 2 months (8weeks) Office supplies for 8 week group @£25 per month | £240 £50 £50 |
| 2 x £25 | Group resources (arts crafts materials) £25 per month for 2 months | £50 |
| 8 x £50 | Transport costs (for families to access group) £50 per week | £400 |
| 2 x £50 | External Clinical Supervision costs for Play Therapist £50 per month | £100 |
| Total cost of project + core costs (please not this relates to running costs of CIC for 1 year) | | £61,342 |
| Less contributions from Recipient | | £2,480 |
| Funding from OPCC | | £3,070 |
| Project Balance (as above relates to core costs of CIC for 1 year) | | £55,792 |

Where additional funding is required to successfully delivery the project. The Recipient must notify the OPCC once additional funding has been secured. Please note that funding from OPCC will be dependent on the successful securing of additional funding.

b) Outcomes

The project will:-

- Engage with 65 individuals directly and indirectly across all services offered by the Time to Share CIC. As well as community groups identified in this grant.
- The project will benefit 150 people directly and indirectly through additional community activities.
- The project will work with children and families who have experienced bereavement. This also includes cases relating to suicide and crime related deaths (domestic abuse related deaths, drug and alcohol misuse, murder and manslaughter) across the Copeland area.
- Work in partnerships with Community Policing Teams and other statutory and 3rd sector partners
- To conduct pre and post therapy Strength and Difficulties Questionnaires (SDQs) with parents
- Maintain accurate records and data to evidence improvements in well-being and/or reduction in need.
- To support young people and families through the community bereavement group.
- Reduce the risk of the young people becoming developing problems through Adverse Childhood Experiences.
- Reduce the need for police, youth offending and CAMHS involvement.
- Improve self-confidence, emotional resilience, mental health and the life prospects for the participants.
- Continually improve the programme to meet the change in user needs

c) Evaluation

Within two months of the end of the project a full evaluation of the project should be provided incorporating (a) and (b) as above and:

- how the project went, i.e. lessons learned, dissemination of outcomes, good practice, partnership development
- how the target group benefited from your project/services (qualitative and quantitative information)
- any particular difficulties or successes
- Sustainability measures, how will you continue the work when the grant ends?
- any other relevant information

ANNEX A



Covid-19 Community Recovery Fund

Final Evaluation Report

As set out within your GRANT AGREEMENT, this Evaluation Report MUST BE COMPLETED and returned to the OPCC in order to receive the final 30% of your grant

Peter McCall | Office of Police and Crime Commissioner
1-2 Carleton Hall, Penrith, Cumbria, CA10 2AU
commissioner@cumbria-pcc.gov.uk

| ABOUT YOUR GROUP / ORGANISATION | |
|---|--|
| Name of group / organisation | |
| Name of project / service provision | |
| Amount of funding received | |
| Project / service provision start date | |
| Project / service provision anticipated completion date | |

| DETAILS ABOUT YOUR PROJECT / SERVICE PROVISION |
|--|
| Description of your project/service (Max 250 words) |
| |

FUNDING**Details of how the funding was used**

Please provide a detailed breakdown of expenditure and how much each item cost

| Item | Estimated Spend | Actual Spend | Difference |
|---|-----------------|--------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total Expenditure | | | £ |
| Total Grant Provided | | | £ |
| Variance: total grant minus total resource expenditure | | | £ |

Was the project/planned service provision completed on budget?

Did your project/service delivery exceed the planned costs, please provide reasons for this, for example due to an increase in service demand.

(Where there is an overspend on the activity, no further funds will be made available)

Please provide details of any underspend and the reasons for this?

Where the grant is not spent in its entirety, any unspent balance must be returned to the OPCC

| |
|---|
| EVALUATING YOUR PROJECT / SERVICE PROVISION |
| Within your GRANT AGREEMENT are details of the expected outcomes that you agreed this funding would be used to achieve. |
| What outcomes did your project/service achieve and what evidence do you have to support this? Please describe why this happened and what helped you along the way (Max 1000 words) |
| |
| What outcomes did you not achieve? Please describe why this happened and what helped you along the way, this can include any barriers and challenges you faced in implementing your project or providing a service. |
| |

Were there any alternative approaches to delivery that impacted on your project/service outcomes (achieved/not achieved)

For example during lockdown Coronavirus has forced us to all work differently what changes did you implement to ensure service delivery continued or to enable delivery of your project. Of the changes implemented are there any that you will continue to use/develop after lockdown restrictions are lifted? Are there any changes that had a negative impact on delivery?

Did you achieve any additional outcomes? What evidence do you have to support this?

For instance do you feel your project/service had a wider impact on the community?

What was the effect of your project / service provision? What difference has it made to your community? (Please detail how you measured this)

Who benefitted from your project / service provision? (Please include how many people have benefitted from your work)

Did you work with any partners during this project or during service delivery?

Please explain what role they played during the delivery of the project or service provision.

This could be sharing of resources, as a referral pathway or assisting in delivery.

POLICE & CRIME PLAN OBJECTIVES Please explain below how your project / service provision supported all or some of the objectives. **(Max 250 words)**

| | |
|---|--|
| Tackle Crime and Antisocial Behaviour (objective 3) | |
| Ensure Offenders Face a Consequence for their Crime (objective 4) | |
| Always Put Victims First (objective 5) | |

| | |
|--|--|
| | |
| Focus our Police on Online and Sexual Crime (objective 6) | |
| Supporting Young People (objective 8) | |
| SOCIAL MEDIA OR PUBLICITY | |
| Did you do any social media or publicity around your project or service provision (please include any links to posts or newspaper articles you if available) (Max 250 words) | |
| | |

| |
|---|
| SHARING YOUR LEARNING |
| Did you share and promote your learning / success? (Max 250 words) |
| |
| THE FUTURE OF YOUR PROJECT |
| Is it your intention to continue with the project / service provision? (Max 250 words) |
| |
| ADDITIONAL INFORMATION |
| Please attach or provide below any additional information you feel will provide further insight / understanding of what your project has achieved. (For example, you may wish to include information such as a case study; verbatim comments from the people who have benefitted from your project; numerical data and / or photographic evidence) |
| |

***RETENTION OF DOCUMENTS**

Within your **GRANT AGREEMENT** it stated that you are **required to 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. Signing below confirms that these documents have been retained and can be shown to the OPCC if requested.

APPROVAL

The End of Project / Service Evaluation Report* MUST be signed off by a senior officer / project lead from the organisation who received the funding. (Please provide an electronic or wet signature. Where a wet signature is provided please scan the form to return via email. Typed signatures will not be accepted.)

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

- a) The information provided is correct, and no other specific grants, 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 above grant stream

Name:

Position:

Email:

Telephone:

Signed:

Date:

Please list any attached documents:

| |
|--|
| |
|--|

****Please note** the information you provide may be used in publicity the Commissioner wishes to undertaken in respect of the grant. You must inform the OPCC where **confidentiality** considerations are relevant.*

| | | |
|--|---------------|----|
| FOR OPCC USE ONLY | | |
| Date Evaluation Report received: | OPCC officer: | |
| Is the Evaluation Report Satisfactory? | Yes | No |
| Comments: | | |
| | | |