16 July 2020

Kirsty.anderson@eastdunbarton.gov.uk

East Dunbartonshire Council

12 Strathkelvin Place

Kirkintilloch

G66 1TJ

Dear Kirsty

**OFFER OF GRANT FOR CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW FY 2020 - 2021**

The Scottish Ministers, acting through Education Scotland (“Education Scotland”) in exercise of their powers under the Educational Development, Research and Services (Scotland) Grant Regulations 1999 hereby offer to give to East Dunbartonshire Council (“the Grantee”) a grant of up to £2000 STERLING, payable over the **financial year/s 2020 - 2021** in connection with CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW , which is more particularly described in Part 1 of [SCHEDULE 1](#Schedule1) (“the Project”) and subject to the following terms and conditions:

**1. Definitions and Interpretation**

1.1 In these Conditions, the words and expressions set out in **Schedule 5** 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, sub-paragraph or schedule shall be a reference to a clause, paragraph, sub‑paragraph or schedule of these Conditions. The schedules are intended to be contractual in nature. They form part of the Agreement and should be construed accordingly

1.5 This Agreement shall not be varied except by an instrument in writing signed by both parties.



**2.** **Purposes of the Grant**

2.1 The Grant is made to enable the Grantee to carry out the Project.

2.2 The Grant shall only be used for the purposes of the Project 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 main objectives / expected outcomes of the Grant are:

* The main objectives / expected outcomes of the Grant are:
* Encourage workforce and professional learning development inclusion in CLD partnerships and planning
* Support reflective practice and practitioners’ learning journeys
* Promote wider engagement with the learning culture and a strong professional identity
* Enhance the quality of professional learning
* Increase membership of CLD Standards Council Scotland

2.5 The outputs / milestones against which progress in achieving objectives / expected outcomes shall be monitored are:

2.5.1 The grantee will deliver at least two Professional Learning activities by March 2021.

2.5.2 The following data to be collected and supplied :

* Name, Type, Aim, Objectives and Learning Outcomes of Activity offered
* Is the training delivered by an organisation holding the CLD Standards Mark?
* Number of attendees:
	+ Paid staff
	+ Volunteers
	+ Local Authority
	+ Third Sector
* Indicate how many attendees are:
	+ Associate CLDSC Member
	+ Registered CLDSC Member
	+ Non CLDSC Member
* Materials posted to i-develop

2.5.3 A note of events/activities which will be offered to be submitted to CLDSC in advance of delivery.

2.6 The eligible costs for which the Grant can be claimed are:

* Providing professional learning opportunities.
* venue and accommodation costs,
* catering, learning materials, promotional materials, admin costs
* cost of external speakers/trainers

2.7 The eligible costs exclude:

* reclaimable Value Added Tax

**3. Payment of Grant**

3.1 The Grant shall be paid by Education Scotland to the Grantee in accordance with the terms of **Schedule 1** attached.

3.2 The Grantee shall within four weeks following the end of the financial year in respect of which the Grant has been paid submit to Education 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 approved signatory.

3.3 In the event that the amount of the Grant paid by Education Scotland 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 Project, the Grantee shall repay to Education Scotland the amount of such excess within 14 days of receiving a written demand for it. 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 Education Scotland shall not be bound to pay to the Grantee, and the Grantee shall have no claim against Education Scotland in respect of, 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 Education Scotland.

**4. Inspection and Information**

4.1 The Grantee shall keep Education Scotland fully informed of the progress of the Project in the form of reports and grant claims as detailed in **Schedule 1**. Details shall include actual expenditure to date compared with profiled expenditure and any change to estimated expenditure for the financial year and/or the Project as a whole, the reasons for any such changes and progress in achieving objectives / outcomes. Education Scotland reserve the right to ask for evidence of expenditure for any items of £500 or more.

4.2 Revisions to targets / milestones against which progress in achieving objectives / outcomes are monitored shall be subject to the written agreement of Education Scotland.

4.3 The Grantee shall, on completion of the Project, submit a report to Education Scotland evaluating the contribution of the funding in delivering the outcomes and performance of the Project and the impact of the funded work on its beneficiaries. A pro forma for this is attached at **Schedule 4** if required. This should be submitted along with the completed Statement of Compliance with Conditions of Grant (Schedule 3).

4.4 The Grantee shall also provide any other information that Education Scotland may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide Education 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 six years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by Education Scotland by way of the Grant. The Grantee shall afford Education Scotland, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as Education Scotland 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 Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify Education Scotland of such activity and provide such other information as Education Scotland may reasonably require in relation to the impact on the Project and the use of the Grant.

 4.6.1 The Grantee must have robust safeguarding policies in place to protect vulnerable groups. The Grantee must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary. 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 / or 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 Education Scotland, provide copies of the safeguarding policies and procedures referred to in this clause.

 4.6.2 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 Education Scotland of such activity or incident and provide such other information as Education Scotland may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Education Scotland, the Grantee must also confirm that such irregular or fraudulent activity or safeguarding incident has been referred to the relevant regulatory or other authorities 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 "safeguarding incident" includes any incident of abuse or mistreatment of any vulnerable person.

4.7 The grantee shall immediately inform Education Scotland of any change in its constitution for example, but not limited to, a change in status from one type of body corporate to another.

**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 Project.

5.2 Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to Education Scotland may need to be disclosed and/or published by Education Scotland. Without prejudice to the foregoing generality, Education Scotland 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, Education Scotland 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 Education Scotland 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 Data Protection Laws are fulfilled in relation to the Project.

5.4 To comply with section 31(3) of the Public Services Reform (Scotland) Act 2010, Education Scotland publish an annual statement of all payments over £25,000. In addition, in line with openness and transparency, the Scottish Government publishes a monthly report of all payments over £25,000. The Grantee should note that where a payment is made in excess of £25,000 there will be disclosure (in the form of the name of the payee, the date of the payment, the subject matter and the amount of grant) in the both the monthly report and the annual Public Services Reform (Scotland) Act 2010 statement.

**6. Disposal of Assets**

 The Grantee shall not, without prior written consent of Education Scotland, dispose of any asset funded, in part or in whole, with Grant funds during the lifetime of the asset. During that period Education Scotland shall be entitled to the proceeds of the disposal - or the relevant proportion of the proceeds based on the percentage of grant funding used in connection with the acquisition or improvement of the asset against the whole proceeds.

**7. Publicity**

 The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of Education Scotland to its costs. Education Scotland 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 Education 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 Education Scotland against all actions, proceedings, claims and demands made by reason of any such infringement.

**9. Default and Recovery etc. of Grant**

9.1 Education Scotland 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 Education Scotland 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 Project;

9.1.4 In Education Scotland’s opinion, the progress on the Project is not satisfactory; or

9.1.5 In Education Scotland’s opinion, the future of the Project is in jeopardy.

9.2 If, in Education Scotland’s 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 Education Scotland 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 Education Scotland 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 Where the Grantee is an individual, if a petition is presented for the Grantee’s bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignation for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or

9.3.3 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 Education Scotland in terms of clause 9.1, the Grantee shall pay Education Scotland the appropriate sum within 14 days of a written demand for it being given by or on behalf of Education Scotland to the Grantee. Education Scotland 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, Education Scotland 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 Education Scotland in accordance with the foregoing provisions.

9.6 Any failure, omission or delay by Education Scotland 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. Assignation**

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 Education Scotland.

**11. Termination**

The Agreement may be terminated by Education Scotland giving not less than three 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**

13.1 These Conditions, except for Condition 6, shall continue to apply for a period of five years after the end of the financial year in which the final instalment of the Grant was paid.

13.2 Condition 6 shall continue to apply until the end of the period referred to in that Condition.

**14. Compliance with the Law**

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

**15. Governing Law**

This contract is governed by the Law of Scotland and the parties hereby prorogate to the exclusive jurisdiction of the Scottish Courts.

**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 **print two copies of this letter, sign and date both copies of the Grant Acceptance below and return one copy along with the completed schedules by post to the Grants Administration Team, Education Scotland, Denholm House, Almondvale Way, Almondvale Business Park, Livingston EH54 6GA.**

You should retain the second copy of the offer of Grant and Schedules for your own records.

Yours sincerely



**Gillian Hamilton**

**Strategic Director**

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**Dr Marion Allison**

**Director, CLD Standard Council**

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| **GRANT ACCEPTANCE** **FY 2020 – 2021: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  |

On behalf of East Dunbartonshire Council I accept the foregoing offer of Grant by Education Scotland dated 16/07/2020 on the whole terms and conditions as set out in the letter and annexed Schedules. I confirm that East Dunbartonshire Council is solvent. 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:** |  | ⇦ |
| **Contact details:***Telephone number**Email address* |  | ⇦ |

|  |  |  |
| --- | --- | --- |
| **Signed:****[*Witness*]** |  | ⇦ |
| **Witness Name:** |  | ⇦ |
| **Contact details:***Telephone number**Email address* |  | ⇦ |

*Please ensure that all sections highlighted with an arrow are completed.*

*Please note that electronic signatures will* ***not*** *be accepted.*

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| **FY 2020 – 2021 CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 1** |

**PART 1: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**

Purpose:

To secure, strengthen and grow the CLD Standards Council by supporting the five CLD regional CLD networks to deliver professional learning opportunities for CLD practitioners across Scotland.

Benefits:

• Increased number of training opportunities for CLD practitioners across Scotland.

• Strengthened partnerships across and between regional and national CLD networks.

• Shared monitoring, evaluation and reporting procedures on CLD professional learning.

Impact upon learners:

• Staff and volunteer professional CLD practitioners have access to bespoke professional training.

• Improved uptake of professional learner pathways and opportunities.

• Young people and communities are served by professional CLD practitioners.

Evidence of Impact:

• This grant is to fund Professional Learning activities with the overall aim of supporting the professional learning of the CLD sector to ensure high quality services for communities and learners.

**PART 2: PAYMENT OF GRANT**

# 1. The total Grant of £2000 shall be payable by Education Scotland to the Grantee on submission of the signed grant acceptance and on receipt of a completed claim for Grant in the form set out in Schedule 2B together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.

2. The total Grant shall be payable over the **financial year/s 2020 - 2021**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Amount** | **Milestone Date** |
| Submission of completed grant acceptance and schedule 2A and 2B of the grant letter. | £2,000  | 31 August 2020 (*NB payment will be made within ten working days of claim)* |
| Submission of schedule 3 and schedule 4  | Nil | 30 April 2021 |
| **Total** | **£2,000** |  |

 Education Scotland shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March in the appropriate financial year, unless otherwise agreed in writing by Education Scotland.

3. The Grantee shall agree a profile of expenditure of the Grant before the start of the project. Any change to the profile or to the overall costs of the Project shall be notified to Education Scotland at the earliest opportunity via the claims for Grant and monitoring reports.

4. Each claim shall be for an amount equal to the estimated amount of the Grant required to meet the reasonable and proper costs and expenses of the Grantee in connection with the Project until the next claim is due to be submitted.

 5. Each claim shall be submitted together with such explanatory or supplementary material as Education Scotland may from time to time require whether before or after submission of the claim.

6. On receipt of each claim (and any required documentation and information), Education Scotland shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. Education Scotland shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within six weeks of receiving a claim and any required documentation and information relevant to the claim.

7. In order to facilitate the accrual of expenditure of the Grant for the financial year the Grantee shall, where appropriate, advise Education Scotland in writing by 1 April the amount of the Grant actually expended up to and including 31 March.

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| **FY 2020 – 2021: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 2A** |

**Grantee payment details and authorisation**

*To be signed by an Officer of the Company (Director, Company Secretary, Financial / Credit Controller, Chief Executive, Partner or Proprietor.*

All payments will be made through the Scottish Government Purchasing and Finance System. The information below must be completed and returned to us to enable us to set up your details.

Please complete all of the fields below and on the next page and ensure that the details are returned by mail along with your completed Grant Acceptance (and Schedule 2B claim form if applicable).

|  |  |  |
| --- | --- | --- |
| **Name of Grantee:** | East Dunbartonshire Council |  |
| **Company number:****(if incorporated)** |  | ⇦ |
| **Charity Number:****(if incorporated)** |  | ⇦ |
| **Scottish Charitable Incorporated Organisation: (SCIO)** | Yes / No | ⇦ |
| **VAT number:****(where appropriate)** |  | ⇦ |
| **Address:****(including postcode)** |  | ⇦ |

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| **FY 2020 – 2021: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 2A (cont’d)** |

**Bank Details**

**Please note: it is the policy of Scottish Government to pay ALL suppliers by BACS.**

|  |  |  |
| --- | --- | --- |
| **Bank Name:** |  | ⇦ |
| **Branch Name:** |  | ⇦ |
| **Address:****(including postcode)** |  | ⇦ |
| **Sort Code:** |  | ⇦ |
| **Account Name:** |  | ⇦ |
| **Account Number:** |  | ⇦ |
| **Roll No:****(if Building Society)** |  | ⇦ |
| **Signed:****(Authorised Signatory)** |  | ⇦ |
| **Print Name:** |  | ⇦ |
| **Position in Company:***Must be an Officer of the Company (Director, Company Secretary, Financial / Credit Controller, Chief Executive, Partner or Proprietor)* |  | ⇦ |
| **Date:** |  | ⇦ |
| **Contact details:**Telephone numberEmail address |  | ⇦ |

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| **FY 2020 – 2021:** **CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 2B** |

**GRANT CLAIM FORM**

Please complete and send to Education Scotland as your claim for payment of Grant instalments when they are due:

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Amount** | **Milestone Date** |
| Submission of completed grant acceptance and schedule 2A and 2B of the grant letter. | £2,000  | 31 August 2020(*NB payment will be made within ten working days of claim)* |
| Submission of schedule 3 and schedule 4  | Nil | 30 April 2021 |
| **Total** | **£2,000** |  |

NB: you should send a form in with each claim and the claims should be in line with the agreed schedule of payments.

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| **Organisation:** | East Dunbartonshire Council |  |
| **Project:** | CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW  |  |
| **Total agreed grant :** | £2000 |  |
| **Latest forecast of expenditure of grant:** | £ | ⇦ |
| **Grant claimed to date:** | £ | ⇦ |
| **Grant being claimed in this claim:** | £ | ⇦ |

**We hereby claim the above grant payment in accordance with the terms and conditions of the offer of Grant dated 16/07/2020 and the Schedules attached thereto.**

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| --- | --- | --- |
| **Signed:***Authorised Signatory* |  | ⇦ |
| **Print Name:** |  | ⇦ |
| **Position:** |  | ⇦ |
| **Date:** |  | ⇦ |
| **Contact details:**Telephone numberEmail address |  | ⇦ |

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| **FY 2020 – 2021: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 3** |

**STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT**

This is to confirm that the grant claimed by East Dunbartonshire Council in relation to the above Project during the financial year ended **31 March 2021** 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 East Dunbartonshire Council.

|  |  |  |
| --- | --- | --- |
| **Signed:** |  | ⇦ |
| **Print Name:** |  | ⇦ |
| **Position:** |  | ⇦ |
| **Date:** |  | ⇦ |

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| *You should complete and post Schedule 3 to Education Scotland within four weeks of receiving the final instalment of the Grant or the end of the financial year for which the grant was provided as appropriate. The statement should be signed by your approved signatory.* |

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| **FY 2020 – 2021: CLD STANDARDS COUNCIL SCOTLAND – SECURE, STRENGTHEN AND GROW**  | **SCHEDULE 4** |

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| **Evaluation report on Funded Activities** *As per the terms (s4.3) of the grant letter, within four weeks of completing the Project you should complete and return to* *contact@cldstandardscouncil.co.uk* *and grants@educationscotland.gov.scot by 30 April 2021* |  |

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| **Consortium Area** |  |
| **Key contact name in respect of this Report** |  |
| **Email address** |  |

**Contribution towards Achievement of Outcomes**

Please outline how the Grant funded work has contributed to the outcomes set out in the Offer of Grant. If it is felt that additional outcomes or benefits were achieved through project delivery, please also state these here and indicate the work that was done and any evidence to support this.

|  |  |
| --- | --- |
| **Outcome(s)** | **Measuring Impact -** *Grant recipients to identify relevant outcome indicators based on their local needs.*Please specify the Local Outcome Indicators and how you have achieved these |
| Encourage workforce and professional learning development inclusion in CLD partnerships and planning |  |
| Support reflective practice and practitioners’ learning journeys |  |
| Promote wider engagement with the learning culture and a strong professional identity |  |
| Enhance the quality of professional learning |  |
| Increase membership of CLD Standards Council Scotland |  |

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| **Outputs** |
| How many Professional Learning activities were delivered during 2020/21? |  |

|  |
| --- |
| **For each activity, please provide the following information:** |
| Name of activity |  |
| Type of activity (e.g. workshop, conference, seminar etc) |  |
| Brief Description of activity |  |
| Learning Outcomes |  |
| Number of attendees | Paid staff |  |
| Volunteers |  |
| Third Sector |  |
| TOTAL |  |
| Attendee Membership status | Associate CLDSC Member |  |
| Registered CLDSC Member |  |
| Non CLDSC Member |  |
| Learning Materials posted to idevelop – please insert links |  |

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| --- |
| **For each activity, please provide the following information:** |
| Name of activity |  |
| Type of activity (e.g. workshop, conference, seminar etc) |  |
| Brief Description of activity |  |
| Learning Outcomes |  |
| Number of attendees | Paid staff |  |
| Volunteers |  |
| Third Sector |  |
| TOTAL |  |
| Attendee Membership status | Associate CLDSC Member |  |
| Registered CLDSC Member |  |
| Non CLDSC Member |  |
| Learning Materials posted to idevelop – please insert links |  |

|  |
| --- |
| **Items of Expenditure**  |
| Please specify the breakdown of funding associated with providing the Professional Learning activities.The eligible costs for which the Grant can be claimed are: venue and accommodation costs, catering, learning materials, promotional materials, admin costs and costs of external speakers/trainers.The eligible costs exclude: reclaimable Value Added Tax |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Amount (£)\*\*** | **Paid Invoice****[Y/N]** | **Other**  |  |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
| **TOTAL\*** |  |  | ⇦ |

**If there was a change in the projected expenditure from the Grant Award please indicate the reason(s) for the change**

Please list in the table below all discrete items of expenditure relevant to this claim and the type of documentary evidence that has been submitted *or* will be made available on request to substantiate each amount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| A | B | C | D |  |
| **Item** | **Amount (£)\*\*** | **Paid Invoice****[Y/N]** | **Other**  |  |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
|  |  |  |  | ⇦ |
| **TOTAL\*** |  |  | ⇦ |

\* Note the **Total** should add up to the total expenditure claimed for the period.

\*\* Receipts must be provided for any item of expenditure costing £500 or above.

**Future Developments**

Please outline how the work undertaken through this grant funding can be taken forward in future, highlighting ways in which it could be extended to reach a wider number of beneficiaries

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|  |

I confirm that the information submitted is a true and accurate representation of the work that has been undertaken by East Dunbartonshire Council in relation to the Grant Award received from Education Scotland.

|  |  |
| --- | --- |
| **Signature:** |  |
| **Print Name:** |  |
| **Position:** |  |
| **Date:** |  |

FOR EDUCATION SCOTLAND GRANT MONITORING OFFICER INTERNAL USE ONLY

|  |  |
| --- | --- |
| **Value for Money** |  |
| **Lessons Learned** |  |
| **Grant officer -** **Signed:****Date:** |  |

**SCHEDULE 5**

**DEFINITIONS**

“**Agreement**” means the agreement constituted by Education Scotland’ 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;

**“Data Protection Laws”** means any law, statute, subordinate legislation, regulation, order, mandatory guidance or code of practice, judgment of a relevant court of law, or directives or requirements of any regulatory body including the Data Protection Act 1998, the Data Protection Act 2018 and any statutory modification or re-enactment thereof and the General Data Protection Regulation (GDPR).

 “**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 Education Scotland 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 copyright, patent, trademark, design right, database right and any other right in the nature of intellectual property whether or not registered, in any materials or works in whatever form (including but not limited to any materials stored in or made available by means of an information technology system and the computer software relating thereto) which are created, produced or generated as part of the Project by or on behalf of the Grantee.

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

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