

AGED VETERANS FUND

Guide to preparing a project grant agreement with portfolio organisations named in the application form

As your Project is being funded as a portfolio then you will need to work closely with all your Portfolio organisations in order to deliver your Project on time and in full. This guidance is to help you think about what you would expect from such a Portfolio organisation and how to draw up a Project grant agreement which helps you and the Portfolio organisation to understand the respective roles and responsibilities you will both have.

1. Why you need a Project grant agreement with every Portfolio organisation

If we decide to fund your Project we will enter into a Grant Agreement with you as the grant holder. You must accept our terms and conditions of grant and will be solely accountable to us for all monitoring information, how all the money is spent and for the full and successful delivery of the Project. This means delivering all the individual projects named in your application form that we have agreed to fund you to deliver.

So if we award a grant under our portfolio terms and conditions, before any individual project can start, we must approve the terms of the Project grant agreement between you and each and every Portfolio organisation involved in the successful delivery of the Project. You must agree Project grant agreements with each Portfolio organisation.

In all cases the Project grant agreement must ensure that you as the grant holder and the Portfolio organisation can meet all our terms and conditions of grant, including for example following our branding guidelines, providing us with all the financial, monitoring and any other information we require and delivering the Project and therefore each individual project on time and within budget.

You will be delivering a portfolio of grants but in addition you will almost certainly be working closely with a number of Delivery partners and the separate guidance for such Delivery partner agreements should also be followed.

2. What should a Project grant agreement include?

You can certainly use your own terms and conditions of grant subject to the observations below. Alternatively you could use the Covenant Fund's terms and conditions (small or large grants) which are on the website as a model for your Project grant agreements but please make sure that those terms and conditions are still appropriate for use with a Portfolio organisation.

However the following points should always be considered:

2.1 How are you as the grant holder going to ensure that you have all the necessary details for a project which you are confident to include within your portfolio? Will you have worked with them at application stage to agree a project description, budget timeline and outcomes? How will you finalise that in a legally binding way and then refer to it in your Project grant agreements?

2.2 You need to be clear that you are paying a Portfolio organisation the grant that has been agreed by the Aged Veterans Fund and described in your application to us. That amount is fixed and cannot be increased.

2.3. Our terms and conditions of grant do indicate in some detail matters which you should regard as being as mandatory in ensuring that you have everything you need to deliver the Project, each individual project and all the information we require under the terms of your Grant Agreement.