



Halton Strategic Partnership

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Conditions of LAA Grant Funding

2009-2011



Halton Strategic Partnership LAA Grant Funding Conditions

The following conditions apply to any project and its accountable organisation, which has been awarded LAA funding by Halton Strategic Partnership during 2009 - 2011.

All projects in receipt of funding must adhere to these conditions or risk having their funding allocation reduced or withdrawn.

1. All projects must complete and sign a Service Agreement with the Halton Strategic Partnership. All sections of the Service Agreement must be correctly completed, dated and signed by the relevant people. The original document must be returned to Shèlah Semoff at the Central Partnership Team, by no later than **22nd May 2009**.

An electronic copy must also be emailed to shelah.semoff@halton.gov.uk before this date.

2. By signing the Service Agreement with Halton Strategic Partnership, the project's accountable organisation is accepting full responsibility and liability for all aspects of the project. This includes any liabilities or losses that might be incurred, as well as any civil or criminal proceedings that could be brought against the project or the organisation.
3. Any significant changes to the project as outlined in the original Service Agreement, relating to the management, delivery, targets, objectives or finances must be approved by the Chairperson of the project's Specialist Strategic Partnership (SSP). The Central Partnership Team must also be notified of any such changes and provided with written approval from the SSP Chairperson. The project's service agreement must then be updated to reflect those changes.
4. At the end of each quarter the Project Manager will be sent a monitoring form to complete. All sections of the quarterly monitoring form must be completed fully and accurately and be returned before the due deadline. **These deadlines cannot be extended.** Guidance relating to the quarterly monitoring procedure will be given if requested.
5. Quarterly monitoring information will be used by the SSPs and the Partnership to monitor, assess and evaluate a project's performance. It will also be used by the Partnership in its 6 monthly and 12 monthly report to Government Office.
6. Projects that fail to adhere to the Partnership's guidelines will be reported to the project's SSP and if appropriate, to the Partnership's Performance & Standards Group. Any project found to be in breach of the Partnership's Conditions of Funding can have its funding reduced or withdrawn.

7. **Projects completing an SLA for two years worth of funding (2009-2011) must note that the approval of funding for the second year is on an indicative basis only. This means that the Partnership Team and relevant SSP Performance Sub-group will monitor expenditure and performance and if issues are highlighted funding may be rescinded.**
8. Quarterly payment claims should be sent directly to the Central Partnership Team and must clearly state the project's name. Failure to do so can result in a significant delay in the processing of invoices and the making of payments. **No invoices will be paid for any project** until the Central Partnership Team has received:
 - A signed and completed 2009 – 11 Service Agreement.
 - A completed and approved Quarterly Monitoring form.
9. As per Audit Commission requirements, all projects and organisations must keep copies of invoices, receipts and other paperwork that relates to the project. Between April 2009 & March 2010, the Central Partnership Team may be visiting projects, to ensure that these procedures are being followed.
10. Any assets purchased or created with LAA funding must be used to achieve the LAA objectives. If the assets are not used for the correct purpose, sold or their use changed then Department for Communities & Local Government has the right to recover the amount of grant originally invested.
11. **All projects must maintain their own inventory** for all assets worth £5,000 or more whether owned by Partnership members or third parties and which have been acquired, built or improved wholly or partly using LAA grant. A typical inventory/ asset register should show the following:
 - date of purchase
 - description of asset
 - price paid net of recoverable VAT
 - amount of LAA grant paid
 - location of the title deeds
 - serial or identification numbers
 - location of the asset
 - date of disposal
 - sale proceeds net of VAT
12. All Halton Borough Council managed projects with ICT implications e.g. the purchase of computers, printers, servers etc, must discuss and agree their plans with Halton Borough Council's ICT Services. Any project wishing to purchase ICT related equipment towards the end of the year i.e. January 2009 – March 2010, must obtain approval for this from the Halton Strategic Partnership Board.

13. All projects are required to display the Halton Strategic Partnership logo on any publications or materials produced by the project and make it clear that the project receives funding from the Partnership. The Central Partnership Team must also be notified of any press releases regarding the project.



The logo is available in colour or black & white as JPEG and Illustrator files from the '**downloads**' section of the Halton Strategic Partnership website - www.haltonpartnership.net - or can be emailed by the Central Partnership Team. The Central Partnership Team can provide advice & guidance on the use of the logo.

14. Halton's Strategic Partnership will be producing a 2009 - 2011 LAA Project Guide, which will provide a snapshot of each individual project and its contact details. The information provided in Section 3 of the Service Agreement will be used for this purpose.
15. The Central Partnership Team can be contacted at:

Address: Central Partnership Team
2nd Floor
Municipal Building
Kingsway
Widnes
WA8 7QF

Telephone: 0151 471 7528

Email: lsp@halton.gov.uk

The contact details for the Partnership's Central Support Team are:

- Shèlah Semoff - Partnership Officer
Ext 1154

shelah.semoff@halton.gov.uk

- Dawn Follett – Partnership Admin Officer
Ext: 1185

dawn.follett@haltongov.uk

REMEMBER!

By completing and signing the 2009– 2011 Service Agreement with Halton Strategic Partnership, the Project Manager and the project’s accountable organisation is agreeing to abide by all of the above conditions.