



GUILDFORD
BOROUGH

DATED

20

BETWEEN

GUILDFORD BOROUGH COUNCIL

AND

YVONNE ARNAUD THEATRE MANAGEMENT LIMITED

GRANT AGREEMENT

Guildford Borough Council

Millmead House

Millmead

Guildford

Surrey

GU2 4BB

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THIS DEED is dated

PARTIES

- (1) GUILDFORD BOROUGH COUNCIL of Millmead House, Millmead, Guildford, Surrey GU2 4BB (**Funder**).
- (2) YVONNE ARNAUD THEATRE MANAGEMENT LIMITED, incorporated and registered in England and Wales with company number 00814453 and registered at Charity Commission with number 238436, whose registered office is situated at Millbrook, Guildford GU1 3UX (**Recipient**).

BACKGROUND

- (A) The Funder has agreed to provide the Grant to the Recipient to assist its vision to provide cultural engagement for Guildford residents prioritizing those from less advantaged communities, by supporting the Project.
- (B) This Agreement sets out the terms and conditions on which the Grant is made by the Funder to the Recipient.
- (C) These terms and conditions are intended to ensure that the Grant is used for the purpose for which it is awarded.

AGREED TERMS

1. DEFINITIONS

In this Agreement the following terms shall have the following meanings:

Asset: any land, building, equipment or other assets that is to be purchased or developed using the Grant, and Assets will be construed accordingly.

Bribery Act: the Bribery Act 2010 and any subordinate legislation made under that Act from time to time together with any guidance or codes of practice issued by the relevant government department concerning the legislation.

Commencement Date: 1 April 2025.

Data Protection Legislation: all applicable data protection legislation and privacy legislation in force from time to time in the UK including the GDPR; the Data Protection Act 2018; the Privacy and Electronic Communications Directive 2002/58/EC (as updated by Directive 2009/136/EC) and the Privacy and Electronic Communications Regulations 2003 (SI 2003/2426); any other directly applicable European Union regulation relating to privacy; and all other legislation and regulatory requirements in force from time to time which apply to a party relating to the use of Personal Data and the privacy of electronic communications.

GDPR: General Data Protection Regulation ((EU) 2016/679).

Governing Body: the governing body of the Recipient including its directors or trustees.

Grant: the sum of £200,000 to be paid to the Recipient in accordance with this Agreement.

Grant Period: the period for which the Grant is awarded starting on the Commencement Date and ending on 31 March 2026.

Intellectual Property Rights: all patents, copyrights and design rights (whether

registered or not) and all applications for any of the foregoing and all rights of

confidence and Know-How however arising for their full term and any renewals and extensions.

Know-How: information, data, know-how or experience whether patentable or not and including but not limited to any technical and commercial information relating to research, design, development, manufacture, use or sale.

Objective: the over-arching aim and purpose of the Project, as detailed in Schedule 1.

Personal Data: shall have the same meaning as set out in the Data Protection Legislation.

Prohibited Act:

- (a) offering, giving or agreeing to give to any servant of the Funder any gift or consideration of any kind as an inducement or reward for:
 - (i) doing or not doing (or for having done or not having done) any act in relation to the obtaining or performance of this Agreement or any other contract with the Funder; or
 - (ii) showing or not showing favour or disfavour to any person in relation to this Agreement or any other contract with the Funder;
- (b) entering into this Agreement or any other contract with the Funder 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 Funder;
- (c) committing any offence:
 - (i) under the Bribery Act;
 - (ii) under legislation creating offences in respect of fraudulent acts; or
 - (iii) at common law in respect of fraudulent acts in relation to this Agreement or any other contract with the Funder; or
- (d) defrauding or attempting to defraud or conspiring to defraud the Funder.


Project: the project described in Schedule 1

Project Manager: the individual who has been nominated to represent the Funder for the purposes of this Agreement.

2. PURPOSE OF GRANT

- 2.1 The Recipient shall use the Grant for the delivery of the Project and in accordance with the terms and conditions set out in this Agreement.
- 2.2 The Grant shall not be used for any other purpose without the prior written agreement of the Funder.
- 2.3 The Recipient shall not make any significant change to the Project without the Funder's prior written agreement, provided always that the Recipient shall be able to make minor changes to the Project:
- (a) which will improve the value for money,
 - (b) which are necessary to ensure that the Projects are being met.
- 2.4 Where the Recipient intends to apply to a third party for other funding for the Project, it will use reasonable endeavours to notify the Funder in advance of its intention to do so and, where such funding is obtained, it will confirm to the Funder the amount and purpose of that funding.
- 2.5 This Agreement is personal to the Recipient and the Recipient shall not assign, sub-let or otherwise dispose of the Agreement
- 2.6 The Funder may at its entire discretion change the activities supported by the Grant, including by decreasing the Grant, changing the payment schedule for the Grant or removing activities supported by the Grant. Any variation made under this clause 2.6 will not take effect until thirty calendar days after being notified by the Funder to the Recipient.

3. PAYMENT OF GRANT

- 3.1 Subject to clause 13, the Funder shall pay the Grant to the Recipient in accordance with Schedule 2.
- 3.2 The amount of the Grant shall not be increased in the event of any overspend by the Recipient in its delivery of the Project.
- 3.3 The Recipient must promptly repay to the Funder any money incorrectly paid to it either as a result of an administrative error or otherwise. This includes situations where either an incorrect sum of money has been paid or where the Grant monies have been paid in error before all conditions attaching to the Grant have been complied with by the Recipient.
- 3.4 

4. USE OF GRANT

4.1 The Recipient shall not use the Grant to:

- (a) make any payment to members of its Governing Body;
- (b) pay for any expenditure commitments of the Recipient entered into before the Commencement Date,
- (c) pay for any other service outside of the scope of the Project;
- (d) purchase or improve any Asset(s);

unless this has been approved in writing by the Funder.

4.2 If any part of the Grant remains unspent at the end of the Grant Period or on early termination of this agreement, the Recipient must ensure that those unspent monies are promptly returned to the Funder unless otherwise directed in writing by the Funder.

4.3 [REDACTED]

4.4 The Grant shall not be used to support any party political activity and must not be used for the provision of a platform to those wishing to publicise party political matters. The Funder reserves the right to seek express reassurances from the Recipient in any given instances and a breach of this clause 4.4 will be considered a material breach.

4.5 Any liabilities arising at the end of the Project must be managed and paid for by the Recipient using the Grant or other resources of the Recipient. There will be no additional funding available from the Funder for this purpose.

5. GRANT RECIPIENTS

5.1 The Funder and Recipient acknowledge and agree that the Grant provided is for the sole use by the Recipient.

5.2 [REDACTED]

6. ACCOUNTS AND RECORD

- 6.1 The Recipient shall keep accurate and up-to-date accounts and records of the receipt and expenditure of the Grant monies received by it.
- 6.2 The Recipient shall provide the Funder with reasonable feedback as requested from time to time in relation to outputs and expenditure of the Grant.
- 6.3 The Recipient shall keep all invoices, receipts and accounts and any other relevant documents relating to the expenditure of the Grant for a period of at least six years following receipt of any Grant monies to which they relate. The Funder shall have the right to review, at the Funder's reasonable request, the Recipient's accounts and records that relate to the expenditure of the Grant and shall have the right to take copies of such accounts and records.
- 6.4 The Recipient shall, as and when requested by the Funder, promptly provide to the Funder hard and / or electronic copies of and all data, materials, documents and accounts of any nature created, acquired or brought into existence in any manner whatsoever by or on behalf of the Recipient for the purposes of or in connection with the expenditure of the Grant.
- 6.5 The Recipient shall use reasonable endeavours to comply with and facilitate the Funder's compliance with all statutory requirements as regards accounts, audit or examination of accounts, annual reports and annual returns applicable to itself and the Funder.

7. MONITORING AND REPORTING

- 7.1 The Recipient shall monitor the delivery and success of the Project throughout the Grant Period to ensure that the objectives of the Project are being met and that this Agreement is being adhered to.
- 7.2 The Recipient shall provide the Funder with a financial report, a completed monitoring report as provided at Schedule 3 and any other information and/or operational policies requested by the Funder related to the Recipient's use of the Grant and delivery of the Project as requested by the Funder. Failure to provide this information when requested will be a material breach.
- 7.3 The Recipient shall provide the Funder with a report on its delivery of the Project for a reasonable period following the expiry of the Grant Period and in such format as the Funder may reasonably require, taking into account the costs of producing such report when compared with the scale of the Project and the size of the Grant. Where the Recipient has obtained funding from a third party for its delivery of part of the Project, the Recipient shall include the amount of such funding in its project report together with details of what that funding has been used for.

- 7.4 The Recipient shall on request provide the Funder with such further information, explanations and documents as the Funder may reasonably require in order for it to establish that the Grant has been used properly in accordance with this Agreement.
- 7.5 The Recipient shall provide such reasonable assistance to the Funder's employees, agents, and professional advisers, for the purpose of discussing, monitoring and evaluating the Recipient's fulfilment of the conditions of this Agreement and shall, if so required, provide appropriate oral or written explanations of its expenditure.

8. ACKNOWLEDGMENT AND PUBLICITY

- 8.1 The Recipient shall (unless instructed otherwise by the Funder) acknowledge the support of the Funder in any relevant materials that refer to the Project and in any relevant written or spoken public presentations about the Project. Such acknowledgements (where appropriate or as requested by the Funder) shall include the Funder's name and logo (or any future name or logo adopted by the Funder) using the templates provided by the Funder from time to time.
- 8.2 In using the Funder's name and logo, the Recipient shall comply with all reasonable branding guidelines issued by the Funder from time to time.
- 8.3 Each party may acknowledge the other party's involvement in the Project as appropriate without prior notice.

9. INTELLECTUAL PROPERTY RIGHTS

- 9.1 The Funder and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever owned by either the Funder or the Recipient before the Commencement Date or developed by either party during the Grant Period, shall remain the property of that party.
- 9.2 The Funder and the Recipient agree that all rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, Know-How and any other Intellectual Property Rights whatsoever created or developed by the Recipient as part of the Project, shall remain the property of the Recipient.
- 9.3 Subject to the Funder's payment of the Grant in full, the Recipient grants to the Funder a non-exclusive, royalty-free, non-transferable, perpetual licence to copy, publish and modify the report produced pursuant to clause 7.3, for the purpose of research or promoting the Project or for the purpose of fundraising in pursuit of the Objective.
- 9.4 Where the Funder has provided the Recipient with any of its Intellectual Property Rights for use in connection with the Project (including without limitation its name and logo) the continued use of which are not necessary for the Recipient to:
- (a) achieve the Objective after the end of the Grant Period;

- (b) comply with its legal and regulatory obligations; or
- (c) to fulfil its contractual obligations under this Agreement,

the Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights without delay and shall either return or destroy such Intellectual Property Rights as requested by the Funder.

10. CONFIDENTIALITY

10.1 Subject to clause 9.3 and 11 (Freedom of Information), each party shall during the term of this Agreement and thereafter keep secret and confidential all Intellectual Property Rights or Know-How or other business, technical or commercial information disclosed to it as a result of the Agreement and shall not disclose the same to any person save to the extent necessary to perform its obligations in accordance with the terms of this Agreement or save as expressly authorised in writing by the other party.

10.2 The obligation of confidentiality contained in this clause shall not apply or shall cease to apply to any Intellectual Property Rights, Know-How or other business, technical or commercial information which:

- (a) at the time of its disclosure by the disclosing party is already in the public domain or which subsequently enters the public domain other than by breach of the terms of this Agreement by the receiving party;
- (b) is already known to the receiving party as evidenced by written records at the time of its disclosure by the disclosing party and was not otherwise acquired by the receiving party from the disclosing party under any obligations of confidence; or
- (c) is at any time after the date of this Agreement acquired by the receiving party from a third party having the right to disclose the same to the receiving party without breach of the obligations owed by that party to the disclosing party.

11. FREEDOM OF INFORMATION

11.1 The Recipient acknowledges that the Funder is subject to the requirements of the Freedom of Information Act 2000 (**FOIA**) and the Environmental Information Regulations 2004 (**EIRs**).

11.2 The Recipient shall use commercially reasonable endeavours to:

- (a) provide such assistance and cooperation as necessary to enable the Funder to comply with its obligations under the FOIA and EIRs;
- (b) transfer to the Funder all requests for information relating to this agreement that it receives without delay;
- (c) provide the Funder with a copy of all information belonging to the Funder requested in the request for information which is in its possession or control in the form that the Funder requires without delay; and

- (d) not respond directly to a request for information unless authorised in writing to do so by the Funder.

11.3 The Recipient acknowledges that the Funder may be required under the FOIA and EIRs to disclose information without consulting or obtaining consent from the Recipient. The Funder shall take all reasonable steps to notify the Recipient of a request for information (in accordance with the Secretary of State's section 45 Code of Practice on the Discharge of the Functions of Public Authorities under Part 1 of the FOIA) to the extent that it is permissible and reasonably practical for it to do so.

12. DATA PROTECTION

Both Parties will comply with all applicable requirements of and all their obligations under the Data Protection Legislation which arise in connection with the Agreement.

13. WITHHOLDING AND SUSPENSION OF GRANT

13.1 The Funder's will pay the Grant to the Recipient in full in line with the Payment Schedule at Schedule 2. However, without prejudice to the Funder's other rights and remedies, the Funder may, acting reasonably and in good faith, following prior consultation with the Recipient withhold or suspend payment of the Grant if:

- (a) the Recipient uses the Grant for purposes other than the Objective;
- (b) the delivery of the Project does not start within 1 year of the Commencement Date and the Recipient has failed to provide the Funder with a reasonable explanation for the delay;
- (c) the Recipient obtains funding from a third party which, in the reasonable opinion of the Funder, undertakes activities that bring the reputation of the Funder into disrepute;
- (d) the Recipient provides the Funder with any materially misleading or inaccurate information;
- (e) in respect of the Project the Recipient commits or committed a Prohibited Act;
- (f) any member of the Governing Body, employee or volunteer of the Recipient has (a) acted dishonestly or negligently at any time and directly or indirectly to the detriment of the Project or (b) taken any actions which, in the reasonable opinion of the Funder, bring the Funder's name or reputation into disrepute;
- (g) the Recipient ceases to operate for any reason, or it passes a resolution (or any court of competent jurisdiction makes an order) that it be wound up or dissolved (other than for the purpose of a bona fide and solvent reconstruction or amalgamation);
- (h) the Recipient becomes insolvent, or it is declared bankrupt, or it is placed into receivership, administration or liquidation, or a petition has been presented for its winding up, or it enters into any arrangement or composition for the benefit of its creditors, or it is unable to pay its debts as they fall due; or

- (i) the Recipient fails to comply with a material term in this Agreement and fails to rectify any such failure within a reasonable period of receiving written notice detailing the failure.
- 13.2 Each Party may retain or set off any sums owed to it by the other Party which have fallen due and payable against any sums due under this agreement or any other agreement pursuant to which goods or services are provided.
- 13.3 Should the Recipient be subject to financial or other difficulties which are capable of having a material impact on its effective delivery of the Project or compliance with this Agreement it will notify the Funder as soon as possible so that, if possible, and without creating any legal obligation, the Funder will have an opportunity to provide assistance in resolving the problem or to take action to protect the Funder and the Grant monies.

14. LIMITATION OF LIABILITY

- 14.1 Nothing in this agreement limits any liability which cannot legally be limited, including liability for:
 - (a) death or personal injury caused by negligence;
 - (b) fraud or fraudulent misrepresentation; and
 - (c) breach of the terms implied by section 12 of the Sale of Goods Act 1979 or section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).
- 14.2 Subject to clause 14.1 neither party accepts any liability to the other for any consequences, whether direct or indirect, that may come about from the Recipient running the Project or the use of the Grant.
- 14.3 Subject to clauses 14.1 and 14.2, each party's liability under this Agreement is limited to the total value of the Grant.

15. WARRANTIES

The Recipient warrants that (to the best of its knowledge)

- (a) it has all necessary resources and expertise to deliver the Project (assuming due receipt of the Grant without delay);
- (b) it has not committed, nor shall it commit, any Prohibited Act;
- (c) it shall at all times comply with all relevant legislation and all applicable codes of practice and other similar codes or recommendations, and shall notify the Funder immediately of any significant departure from such legislation, codes or recommendations;
- (d) all financial and other information concerning the Recipient which has been disclosed to the Funder 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 delivering the Project;
- (f) since the date of its last accounts there has been no material change in the financial viability of the Project.

16. **INSURANCE**

16.1 The Recipient shall effect and maintain with a reputable insurance company a policy or policies in respect of all reasonable risks (where it is the Recipient's responsibility to do so) which may be incurred by the Recipient, arising out of the Recipient's performance of the Agreement, including death or personal injury where it is the Recipient's (the **Required Insurances**).

16.2 The Required Insurances referred to above include (but are not limited to):

- (a) public liability insurance with a limit of not less than ten million pounds (£10,000,000) in relation to any one claim; and
- (b) employer's liability insurance with a limit of not less than five million pounds (£5,000,000) in relation to any one claim.

The Recipient shall (on request) supply to the Funder a copy of such insurance policies and evidence that the relevant premiums have been paid.

17. **HEALTH AND SAFETY**

17.1 The Recipient shall comply with all legal requirements under the Health and Safety at Work etc Act 1974 and any regulation or order made under it and any statutory amendment to it and any legal requirements applicable to the Project.

17.2 The Recipient shall notify the Funder without delay of any serious accident or injury occurring whilst the Recipient is carrying out the Project.

18. **FORCE MAJEURE**

Neither Party shall be in breach of this Agreement nor liable for any delay in performing, or failing to perform, any of its obligations under this Agreement (other than a payment of money) if such delay or failure results from events, circumstances or causes beyond its reasonable control. In such circumstances the affected party shall resume its obligations as soon as reasonably possible.

19. **DURATION**

19.1 Except where otherwise specified, the terms of this Agreement shall apply from the date of this Agreement until the expiry of the Grant Period or for so long as any Grant monies remain unspent by the Recipient, whichever is longer.

19.2 Any obligations under this Agreement that remain unfulfilled following the expiry or termination of the Agreement shall survive such expiry or termination and continue in full force and effect until they have been fulfilled.

20. TERMINATION

20.1 Either Party may terminate this Agreement, with immediate effect, in whole or in part, for convenience by giving at least three (3) month's written notice.

20.2 In the event that the Recipient is in material breach of its obligations under this Agreement the Funder may terminate this Agreement by giving two (2) weeks' written notice.

21. ASSIGNMENT

Neither Party may assign, novate or otherwise transfer any of its rights, obligations or privileges (by operation of law or otherwise) hereunder, as applicable, without the prior written consent of the other.

22. WAIVER

No failure or delay by either party to exercise any right or remedy under this Agreement shall be construed as a waiver of any other right or remedy.

23. NOTICES

All notices and other communications in relation to this Agreement shall be in writing and shall be deemed to have been duly given if personally delivered, e-mailed, or mailed (first class postage prepaid) to the address of the relevant party, as referred to above or otherwise notified in writing. If personally delivered or if e-mailed all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5.00 pm on any working day they shall be deemed received on the next working day) and if mailed all such communications shall be deemed to have been given and received on the second working day following such mailing.

24. DISPUTE RESOLUTION

- 24.1 In the event of any complaint or dispute (which does not relate to the Funder's right to withhold funds or terminate) arising between the parties to this Agreement in relation to this Agreement the matter should first be referred for resolution to the Project Manager or any other individual nominated by the Funder from time to time.
- 24.2 Should the complaint or dispute remain unresolved within twenty-one (21) days of the matter first being referred to the Project Manager or other nominated individual, as the case may be, either party may refer the matter to the Chief Executive of the Funder and the Chief Executive of the Recipient with an instruction to use all reasonable endeavours to resolve the dispute by agreement within 28 days, or such other period as may be mutually agreed by the Funder and the Recipient.
- 24.3 In the absence of agreement under clause 24.2, the parties may seek to resolve the matter through mediation under the CEDR Model Mediation Procedure (or such other appropriate dispute resolution model as is agreed by both parties). Unless otherwise agreed, the parties shall bear the costs and expenses of the mediation equally.

25. NO PARTNERSHIP OR AGENCY

This Agreement shall not create any partnership or joint venture between the Funder and the Recipient, nor any relationship of principal and agent, nor authorise any party to make or enter into any commitments for or on behalf of the other party.

26. CONTRACTS (RIGHTS OF THIRD PARTIES) ACT 1999

This Agreement does not and is not intended to confer any contractual benefit on any person pursuant to the terms of the Contracts (Rights of Third Parties) Act 1999.

27. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the law of England and Wales and the parties irrevocably submit to the exclusive jurisdiction of the English courts.

28. ENTIRE AGREEMENT

This Agreement (together with all documents attached to or referred to within it) constitutes the entire agreement and understanding between the parties in relation to the Grant and supersedes any previous agreement or understanding between them in relation to such subject matter.

This document has been executed as a deed and is delivered and takes effect on the date stated at the beginning of it.

Executed as a Deed by affixing
the COMMON SEAL of
THE COUNCIL OF THE BOROUGH OF GUILDFORD
in the presence of:

.....

Authorised Signatory

EXECUTED as a DEED by
**YVONNE ARNAUD THEATRE MANAGEMENT
LIMITED**

acting by:

.....

Director

and

.....

Director

Schedule 1 The Project

Objectives:

To support the Yvonne Arnaud Theatre in providing theatre and arts activity and opportunities for cultural engagement for Guildford residents.

Schedule 2 Payment Schedule

Amount of Grant Payable	Date of Payment
£100,000	April 2025
£100,000	October 2025

Schedule 3 Monitoring Report

Guildford Borough Council (the Council) enters into this funding agreement with the Yvonne Arnaud Theatre in order to support The Yvonne Arnaud Theatre's Mission and Vision, including in providing theatre and arts activity and opportunities for cultural engagement for Guildford residents.

In order to monitor the impact of the funding provided through this funding agreement, the Council requests information on the following areas on an annual basis

- Usage of services
- Partnerships, joint-working and wider initiatives
- Volunteering and staffing
- Results and outcomes
- Other funding sources
- Governance

This information will be collected annually by the Yvonne Arnaud Theatre and sent to the Council, together with a copy of the annual report and accounts.

1. Usage of services

a.	Number of people who attended the theatre for a performance in 2024-2025	
b.	Number of people who came to the theatre for another event or to use their facilities	
c.	Number of groups who used facilities during the year (e.g Knit and Natter, Pop Up and Play etc.)	
d.	Number who took part in a creative learning activity (separate to b) Number of creative learning sessions delivered	
e.	Number of concessionary tickets issued for: <ul style="list-style-type: none"> • Access/Wheelchair user • Essential Companion • Schools, • Student/Under 25s, • Jobseeker/Universal Credit Recipient • Early Bird Concession* + over 65s (but not representative of total 65+) Number of funded tickets provided (this activity is not directly funded by Council grant)	
f.	Number of performance weeks or part weeks in the main house Number of performance weeks or part weeks in the Mill Studio Total number of events in the main house Total number of events in the Mill Studio	

2. Partnerships, joint-working and wider initiatives

Please list the organisations (if any) that the theatre currently partners or does joint work with and provide brief detail on the purpose:

Organisation	Purpose of partnership/joint-work

Please list the wider initiatives or forums to which the theatre contributes (e.g. Experience Guildford, Surrey Culture Partnership) and the role the theatre in this initiative:

Initiative/forum	Role of Theatre

3. Since this funding agreement took effect have there been any changes to the services provided by the theatre (reduction/increase in hours, change of venue, changes to services offered etc)? If yes, please provide detail.

Yes	No
If yes, please provide detail:	

4. Volunteering and staffing

a. Does the Yvonne Arnaud Theatre use volunteers?

Yes	No (skip to section 5)

b. If yes, how many volunteers provide any front-line services and how many support in other ways (e.g. back office)?

Front-line	Other ways (e.g. back office)

c. How many hours work per annum, in total, is provided by volunteers?

5. Results and outcomes

Please provide a summary of feedback from your clients. You may wish to attach documentation.

6. Other funding sources

a. Is grant funding received from other external organisations?

--

b. If yes, for what services is this funding provided?

c. What is the approximate value of this funding per annum?

d. Approximately what proportion of the organisation's overall funding per annum is this (as a percentage)?

9. Governance

Please tick to indicate which of the following documents you have. (Please do not provide copies)

Constitution /Memorandum and Articles of Association		Vulnerable Adult Protection Policy	
Equalities and Diversity Policy		Complaints Policy	
Business Plan (1 year)		Data Protection Policy	
Business Plan (3 years) 4 years		Health and Safety Policy	
Child Protection Policy		Risk management procedures	