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Date: 11 February 2003
Application ref: 552
Ref: PSG/003/025

SECTION 64 GENERAL SCHEME OF GRANTS TO VOLUNTARY ORGANISATIONS

1. We have now considered the request for a grant in your application to us dated 18 October 2002. I am writing on behalf of the Secretary of State to offer Transplants in Mind (TIME) a grant up to a maximum of £30,000 for 2003/2004 and, provisionally and subject to the availability of funds approved by Parliament, up to a maximum of £20,000 in 2004/2005 and £10,000 in 2005/2006.

2. The grant is for National Transplant Week.

ADVICE

3. This letter tells you about the conditions of the grant being offered to your organisation -
 - a. the **standard conditions** for all Section 64 (S64) grants are given in **paragraph 5**, and
 - b. **in paragraph 6** are the **additional conditions** for this grant.

Please read these conditions carefully, particularly those which require you to take action. **A summary card is enclosed** summarising the information and documents the Department needs from your organisation: what, why and when.

4. Your **normal contact for this grant** will be (S40). If there is anything that you do not understand in this letter, you should discuss it with (S40) as soon as possible. **You may wish to copy this letter to your finance officer** to help to ensure that the accounting requirements are fulfilled.

STANDARD CONDITIONS

5. The **standard conditions** attached to grants are as follows:-

BASIS ON WHICH S64 GRANTS ARE AWARDED - FOR YOU TO NOTE AND OBSERVE

- a. **the grant is awarded at the discretion of the Secretary of State.** It is recoverable to the extent that it is not used for the purposes for which it is given, **and the right is reserved to discontinue the grant before it is paid in full;**
- b. no aspect of the activity being funded by the Department should be party political in intention, use or presentation;
- c. in carrying out the activity, TIME and anyone acting on its behalf, must comply with the law for the time being in force in the United Kingdom. Your attention is drawn in particular to the need to avoid committing any act of discrimination rendered unlawful by the Sex Discrimination Act 1975, the Race Relations Act 1976, and the Disability Discrimination Act 1995. Your attention is also drawn to your obligations under the Data Protection Act 1998 and the Human Rights Act 1998. You should also note that any liability incurred under health and safety legislation, or liability for redundancy or unfair dismissal under employment legislation, will be the responsibility of your organisation (if your organisation is an occupier of premises or an employer) and not that of the Department. If there is any doubt over any of the above mentioned matters you should seek legal advice;
- d. the grant may not be passed to a third party;
- e. the grant may not be used to finance fundraising efforts;
- f. the grant is at a fixed cash level and will not be adjusted to meet pay and price changes;
- g. the Department has no commitment to renew financial support after the term of the grant;

ACTION FOR YOU TO TAKE (1) – ACCOUNTING FOR THE GRANT

- h. **you must separately identify the grant in your full annual accounts**, audited, reported on by a reporting accountant or independently examined in accordance with current legal requirements and provide **two copies** for the Department. Identifying the grant in your accounts is required as a measure of accountability for the use of public funds;

- i. if information about the income **and** expenditure of the National Transplant Week project is not separately identified in your accounts, you must provide **two copies of a certified statement of income and expenditure for the project in the same detail as the budget provided with the grant application**. This statement should refer to the part(s) of the accounts from which it is derived and be signed by one of the following:- trustee, company director, chief executive, finance officer/treasurer, registered auditor, reporting accountant or independent examiner;
- j. if your organisation is not legally required to have its accounts audited, reported on by a reporting accountant or independently examined, then you must provide **two copies of a statement of your organisation's gross income and total expenditure, in which the grant must be separately identified**, and signed by a trustee or, if a limited company, a company director. Identifying the grant in your accounts is required as a measure of accountability for the use of public funds;
- k. you must send the required **two copies** of –
- your accounts (paragraph 5h), or
 - a statement of your organisation's gross income and total expenditure (paragraph 5j),
 - and, if not already included in the above, a certified statement of the project's income and expenditure (paragraph 5i),
- as soon as possible, but not later than six months after the end of your financial year**, direct to (S40). One copy of each will be forwarded to our Grants Administration Unit, for possible detailed examination. The Department may have to ask for further details about the expenditure of the grant;
- l. if you are unable to provide two copies of your annual accounts or statements within six months of the end of your financial year, **you must tell (S40) immediately**, provide two copies of your DRAFT accounts or statements within six months of the end of your financial year and forward the final approved versions as soon as possible;
- m. **unless otherwise agreed as in paragraph 5l, failure to submit the relevant accounts or statements specified in paragraph 5k within six months of the end of your financial year, will lead to suspension of this grant and any other grant still in payment at that time;**
- n. all invoices, receipts, accounting records and any other relevant documents relating to the expenditure of the money should be kept, **for a period of at least six years** after the completion of the National Transplant Week project. These must be made available at any reasonable time for inspection by officials of the Department or of the

National Audit Office. Additionally, the Comptroller and Auditor General may carry out examinations into the economy, efficiency and effectiveness with which the grant has been used;

ACTION FOR YOU TO TAKE (2) – GRANT REFUNDS AND CHANGES

- o.** the grant must be used in the Department's financial year (1 April to 31 March) for which it has been awarded. **Any unspent grant remaining at the end of the financial year must be notified to (S40) as soon as it comes to light and no later than 30 April;**
- p.** if TIME should close down, or merge with another organisation, the Secretary of State may require a refund of any grant which, at that time, had not been used for the purposes for which it was given; and
- q.** if at any time you wish to make changes to these conditions you should discuss them with (S40). If any of the conditions specified is not fulfilled without the prior agreement of the Secretary of State, you may be asked to repay all or part of the money.

ADDITIONAL CONDITIONS – ACTION FOR YOU TO TAKE (3)

- 6. Additional conditions** will apply to this grant as follows:-

BUDGET ESTIMATES

- a.** a revised budget estimate for the first year will be required before payment of the grant can start. Payment of the grant will be withheld if a satisfactory estimate is not received;
- b.** budget estimates will be required for the second and third years, and should be sent to (S40) **no later than two months** before the end of the first and second years respectively. Payment of the grant will be withheld if satisfactory estimates are not received;
- c.** after 2004/2005 an increasing proportion of total income should be found from other sources;

MONITORING GRANT ACTIVITY

- e.** you must submit an annual progress reports on the project by the end of April 2004 and 2005;
- f.** to provide copies of any published papers, leaflets, newsletters or articles about TIME activities.

YOUR ORGANISATION'S STATUS AS A CHARITY

- h. Please copy the registration document to Jennie Mullins.

PAYMENT ARRANGEMENTS – ACTION FOR YOU TO TAKE (4)

- 7. Payment of the grant will be made direct to your bank by BACS (telegraphic transfer). Please inform (S40) if there are any changes to your bank account details. Please note that payments will **not** be made payable to an individual.

AGREEMENT TO THE CONDITIONS OF THE AWARD

ACTION FOR YOU TO TAKE

- 8. Please confirm that TIME has read and understood this letter by arranging for a trustee or, if a limited company, a company director to accept the above conditions on behalf of TIME, by signing a copy of this letter and returning the whole copy, with **an original signature** (not a photocopy), to (S40) at this address. We will then arrange for our Grants Administration Unit to inform you about payment of the grant.

(S40)
Team Leader – Transplant Team

ACCEPTANCE OF GRANT AWARD CONDITIONS

I confirm that I have read and understood the conditions of the grant specified in this letter, and that I accept the conditions on behalf of TIME. I understand that failure to comply with the conditions may result in suspension of any further payments for this project and any other grant still in payment.

Date..... (signature)

.....(block capitals)

Position: trustee/company director
(Please delete as appropriate)