

**ANNEX 1**  
**Project Description/ and Eligible Expenditure**

<p><b>The Project</b></p>	<p>This project is part of the wider programme of work across domestic charity safeguarding being coordinated by DCMS, in which ACEVO is an active participant. The overarching theme is to create the right culture in charities as the foundation for effective handling of safeguarding incidents, promoting strong leadership and challenging poor practice to change behaviour.</p> <p>The Project objectives for this funding are:</p> <ul style="list-style-type: none"> <li>● ACEVO, working with the Centre for Mental Health, to conduct new research into the extent, nature, effect and solutions to bullying behaviour in the charity sector. In order to address it effectively within the charity sector ACEVO need to understand the conditions in which it occurs, and why bullying behaviour continues for a significant period of time without appropriate action being taken to deal with the people responsible for it. This will result in a research report.</li> <li>● To deliver a ‘framework’ of early evidence, themes, and knowledge to guide better thinking, informed action, and safer cultures.</li> <li>● Development and dissemination of tool/product to be used by charity leaders based on the research undertaken.</li> </ul> <p>The monitoring and objectives for the activity above is set out in Annex 5 of the grant agreement.</p> <p><b>Collaboration:</b>  ACEVO is required to work collaboratively with other key stakeholders in addition to the Safeguarding Programme Team. This will include, where required meeting with the leads for the other three projects; the Digital Reporting Tool, Charity Commission and Training project.  This is to ensure that all elements of the programme are joined up, to share learning and assist in the delivery of the overarching programme objectives.</p>
<p><b>Eligible Expenditure</b></p>	<p><b><u>Costs that are covered</u></b>  The delivery of the following project activity:  <b>2018-19</b></p> <ul style="list-style-type: none"> <li>● Phase 1 research and analysis resulting in a report-£35,725</li> </ul> <p><b>2019-20</b></p> <ul style="list-style-type: none"> <li>● Phase 2 - development of product/tool and delivery- £37,400</li> </ul> <p><b><u>Costs that are not covered</u></b>  No activity after 31st May 2019 will be funded by DCMS.</p> <p><b><u>Ineligible Expenditure:</u></b></p>

The following costs are not Eligible Expenditure:  
paid for lobbying, which means using grant funds to fund lobbying (via an external firm or in-house staff) in order to undertake activities intended to influence or attempt to influence Parliament, Government or political activity; or attempting to influence legislative or regulatory action;

- I. Payment that supports lobbying or activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action;
- II. using grant funding to petition for additional funding;
- III. input VAT reclaimable by You from HMRC; and
- IV. payments for activities of a political or exclusively religious nature.
- V. Goods or services that You have a statutory duty to provide;
- VI. Payments reimbursed or to be reimbursed by other public or private sector grants
- VII. Contributions in kind (i.e. a contribution in goods or services, as opposed to money);
- VIII. Depreciation, amortisation or impairment of fixed assets owned by You;
- IX. The acquisition or improvement of fixed assets by You (unless the grant is explicitly for capital use – this will be stipulated in the Grant Offer Letter);
- X. Interest payments (including service charge payments for finance leases);
- XI. Gifts to individuals other than promotional items with a value of no more than £20 a year to any one individual;
- XII. Entertaining (entertaining for this purpose means anything that would be a taxable benefit to the person being entertained, according to current UK tax regulations);
- XIII. Statutory fines, criminal fines or penalties; or
- XIV. Liabilities incurred before the issue of this funding agreement unless agreed in writing by Us.
- XV. Use in respect of costs reimbursed or to be reimbursed by funding from any other source
- XVI. Use to cover interest payments (including service charge payments for finance leases)
- XVII. Use to purchase buildings or land

**Payments:**

A payment is defined as taking place at the moment when money passes out of Your control. This may take place when:

- I. Legal tender is passed to a supplier (or, for wages, to an

	<p>employee);</p> <p>II. A letter is posted to a supplier or employee containing a cheque; or</p> <p>III. An electronic instruction is sent to a bank/building society to make a payment to a supplier or employee by direct credit or bank transfer.</p> <p>You <u>must not</u> deliberately incur liabilities for Eligible Expenditure in advance of need; nor pay for Eligible Expenditure sooner than the due date for payment.</p>
<b>Reporting</b>	<p>All request for payments (Annexes 3 and 4) must be accompanied by complete monitoring forms ( Annex 5) which cover:</p> <ul style="list-style-type: none"> <li>● a report on project progress to date;</li> <li>● a report on how the funding has been spent; and</li> <li>● a copy of the bank statement for the account set up to hold this grant to show how money is stored and distributed (see Annex 2, paragraph 37a).</li> </ul>