



Department for  
Digital, Culture  
Media & Sport

## GRANT OFFER LETTER

Vicky Browning  
CEO, ACEVO  
150 Fenchurch St  
London  
EC3M 6BB

The Department for Digital, Culture, Media and Sport  
100 Parliament Street  
London  
SW1A 2BQ

lydia.jackson@culture.gov.uk  
18.01.2019

Dear Vicky Browning,

**Leading safe cultures: eliminating workplace bullying in charity leadership- Grant Ref: tbc**

The Secretary of State for Digital, Culture, Media and Sport offers the Association of Chief Executives of Voluntary Organisations (ACEVO) in collaboration with Centre for Mental Health a “**Grant**” subject to your agreement to, and compliance with, the terms and conditions set out in this letter, [and its Annexes].

The maximum amount of Grant offered is up to £73,125, seventy three thousand one hundred and twenty five pounds. This will be paid in the following Tranches:

- up to £35,725, thirty five thousand seven hundred and twenty five pounds in financial year 2018/19
- up to £37,400, thirty seven thousand and four hundred pounds in financial year 2019/20

The Grant is offered to you to contribute to certain expenditure (“**Eligible Expenditure**”) where those costs are reasonably incurred by you in undertaking Protecting People from Harm (“**the Project**”) as described in the **Project Description** in Annex 1.

ACEVO will inform the DCMS programme team in the first instance of any matter that comes to their attention which could have an adverse impact on the reputation of the Programme or their respective organisation or impact on delivery of the individual projects. The project roles and responsibilities are set out in Appendix A.

This **Grant Agreement** includes and incorporates this Offer Letter, all of any appendices and all of the Annexes to it, namely:

- the **Project Description** set out in Annex 1
- the **DCMS standard terms and conditions** of Grant set out in Annex 2
- the **Cash Flow Profile** in Annex 3
- the **Payment Request Form** in Annex 4
- **Monitoring Schedule** in Annex 5
- **De minimis declaration** Annex 6
- **Project Responsibilities** - Appendix A

If you wish to accept this offer, you must sign and date the duplicate copy of this letter as indicated below. It must be signed by someone who is authorised to sign on behalf of your organisation. Please provide evidence of their authority to sign and bind your organisation. Please also provide a day to day contact name and email address.

Yours sincerely

\_\_\_\_\_ *[insert DCMS signature]*

*[DD or higher to sign - see checklist]*

I confirm, for and on behalf of the Secretary of State for Digital, Culture, Media and Sport agreement of Charity Commission to the terms and conditions in this letter and its Appendices and Annexes.

Signed.....

Printed Name.....

Position.....

Date.....

Day to day contact for the Grant:

Name Lydia Jackson.

Position Senior Policy Adviser - Safeguarding

Email address [lydia.jackson@culture.gov.uk](mailto:lydia.jackson@culture.gov.uk)

Date received by DCMS.....

Signature of official receiving signed copy

Printed Name.....

Position.....

**Project Responsibilities:**

**Table Project team roles and responsibilities**

<b>Responsibilities:</b>	<b>Responsible Officer</b>
DCMS PPH Programme Lead	Victoria Westthorp
Day to day contact for ACEVO	Lydia Jackson
Overall Senior Responsible Owner for ACEVO project	Kristiana Wrixon
Contact responsible to reporting to DCMS as per monitoring arrangements	Kristiana Wrixon
Contact for reporting financial/budget position to DCMS as per monitoring arrangements	Catherine McCrae
Day to day contact for DCMS	Kristiana Wrixon