

Date: 10th March 2011

SERVICE LEVEL AGREEMENT

BETWEEN

GWENT ASSOCIATION OF VOLUNTARY ORGANISATIONS

AND

CAERPHILLY COUNTY BOROUGH COUNCIL

1st April 2011 – 31st March 2014

RELATING TO

ADMINISTRATION OF THE VOLUNTARY SECTOR GRANT

AND

WELSH CHURCH FUND

1. Organisation purpose, aims and objectives

GAVO is the county voluntary council in Caerphilly. GAVO is an umbrella organisation providing support, advice and information to the voluntary and community sector with over 800 members in the county borough. GAVO represents the voice of the voluntary sector at strategic levels across the county borough. GAVO supports joint working through the Caerphilly County Borough Community Strategy, the voluntary sector liaison committee and strategic partnerships, and represents the voluntary sector through the Voluntary Sector Compact agreement.

GAVO has the following objectives –

- Supporting voluntary organisations through training advice and information
- Recruiting volunteers and providing a comprehensive service to both volunteers and voluntary organisations
- Promoting opportunities for voluntary organisations to work together through participation
- Encouraging voluntary and statutory organisations to work together in planning new services
- Responding to the needs of the community by identifying unmet needs and developing new services
- Supporting the Town and Community Councils
- Promoting equality of opportunity

GAVO will uphold the organisation purpose, aims and objectives in fulfilling the terms of this Service Level Agreement.

2. Statement of Accountability

GAVO is held accountable by the following organisations for either its overall activities and performance, or for the activities and services as specified which in the case of third parties will be subject to separate agreements.

- Charity Commission
- Companies House
- Wales Council for Voluntary Action
- Welsh Assembly Government
- Caerphilly County Borough Council

3. Purpose and Type of Grant Award

This SLA brings together financial resources from Caerphilly CBC via the Voluntary Sector Grant and Individuals Supported Grant and Welsh Churches Fund.

Caerphilly County Borough Council will pay GAVO the allocated funding to successful applications in each funding round and upon request an 8% Contribution will also be made to GAVO towards the administration of these Grant Schemes per round, GAVO will reduce the 8% contribution fee as follows: 2nd year and 3rd year to 6%.

4. Service Objectives and Service Delivery

GAVO will:

Grant Administration Prior to Panel:

- Publicising Grant schemes via Grants Booklet, at Funding Events during Annual Speed Funding Day, Websites and local news publications, and Development team.
- Provide Grant Administration to the Finance Committee on Grant Awards to Voluntary Sector applications into the Voluntary Sector Grant, Individual Grant assistance and Welsh Church Fund.
- Verify and check Grant applications upon receipt by doing financial check, Checking Governing documents
- Provide the knowledge of the Voluntary Sector within the Local Authority Area of Caerphilly
- Liaise with the Council's Democratic Services section to arrange Panel meetings to take place 3-4 times per financial year.
- Prepare a report for Panel members to consider Grants
- Keep up to date financial records of all grants allocations awarded

Grant Administration during Panel:

- Provide summary report on grant applications received.
- Attend Panel meetings to provide Administrative support.
- Answer questions on applications received if required.

Grant Administration after Panel:

- Inform successful and non-successful applicants
- Arrange payment to organisations and individuals
- Monitoring of projects either in writing, telephone call, email or a visit.
- Once a year encourage grant recipients to attend a Finance meeting to talk about their project and how the Grant has helped their organisation etc.,
- Publicise grants awarded via local press e.g. Newslines, Voluntary Voice, Websites etc.,

5. Finances

Caerphilly CBC will inform GAVO in 5 working days after 30th June of each financial year final remaining position for the budget for the current financial year.

Grant payments will be paid directly to the voluntary organisation by GAVO, who will then invoice Caerphilly CBC at this time allowing 5 working days for re-payment to be made back to GAVO.

GAVO will monitor the voluntary organisations with regards to grant monies received. Requesting receipts, invoices of items purchased via these grant schemes.

6. Administration

All grant applications will be kept on file until the end of 2020, or longer if required and all financial records will be kept for the same period and made available to officers of Caerphilly county Borough Council for audit whenever required.

Quarterly reports will be prepared and distributed to Caerphilly CBC Corporate Finance, after panel have made their decisions. A quarterly monitoring report will also be produced on the grant awards.

7. Branding

Promotion of the project in the media will be the responsibility of GAVO. Branding will demonstrate both parties – Caerphilly county borough council logo, and GAVO logo on all public documentation.

8. Amendments

The SLA will run for an initial 3 years, with an opportunity of extending the agreement. However it can be terminated by either party subject to the submission of six months notice in writing.

9. Agreements

Gwent Association of Voluntary Organisations (GAVO) hereby enters into this three year Service Level Agreement with Caerphilly County Borough Council (Caerphilly CBC) and undertakes to fulfil the activities and provide the services specified in Section 4 in accordance with the terms of this Service Level Agreement with the financial support of the Council. This Service Level Agreement is subject to the Standard Terms of Grant issued by Caerphilly CBC.

Signed Date:
For and on behalf of Gwent Association of Voluntary Organisations

Signed..... Date:
For and on behalf of Caerphilly County Borough Council