

**Digital Participation Challenge Fund Project Contract**

This document records the agreement between the **Scottish Council for Voluntary Organisations (SCVO)** and **[insert organisation name here]** with regard to the delivery of the Digital Participation Challenge programme to fund the selected project **[insert project name here]**

This document outlines the following:

- Digital Participation Programme Overview
- Project Management
- Project Finance

**Digital Participation Programme Overview**

SCVO's digital participation project is funded by Scottish Government and is part of the wider Digital Scotland programme. There are two key aims:

- To help third sector organisations make best use of digital technologies
- To help people in Scotland get online and learn basic online skills

We do these things in a variety of ways, including this, the Digital Participation Challenge Fund. All activity, which we support, must be focussed on meeting one of the two overarching aims above.

**Specifics of the funded project**

**Project Management:**

As part of your application you are asked to outline your approach to managing the project and this will be taken into account when assessing applications. However, to support you further in the delivery of your project, we can provide project management support to ensure you are identifying and delivering the appropriate milestones, monitoring risks and issues and communicating with the relevant stakeholders.

Support arrangements will be determined by the nature and requirements of each selected project.

**Banking:**

Appendix one is a Bank Detail Form that must be completed and returned in full with the Contract.

**Monitoring and Evaluation:**

We need you to report back to us on a regular basis, in line with your Key Milestones, on progress. We also need you to report to us at the end of the project regarding the overall outcome and evaluation activity. The monitoring and evaluation will fit into the same

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framework as all of our activity. To help you complete your monitoring activity we have established some project pages on our website. You will be given support and training on how to keep these pages up to date yourself.

*Please note: We will not be able to release future grant instalments unless your project page is up to date with details of the Project's progress.*

Additionally, you will be required to get each of the people you support to complete a "Tech Tracker Questionnaire" that will help us build a understanding of the state of play in Scotland.

### **SCVO Responsibilities:**

- Reporting on a regular basis to the Scottish Government.
- Grant management and payments to the selected projects
- Promotion of the selected project work through our communications
- Communication of all relevant developments / changes and paperwork requirements relating to the delivery of the programme
- Reserving the right to withdraw the funding if a selected project fails to comply with any element of this Contract, or alternatively ask for a full or partial reimbursement.

### **Record Keeping:**

It is vitally important that complete records are kept for your project. There are certain records, which SCVO will ask you to maintain and return to us on a regular basis.

All payments by projects must be supported by a fully transparent audit trail including transaction lists traceable to bank statements. Receipted invoices vouching individual items of expenditure are ideal. Where this cannot be done, accounting documents of equivalent probative value must support payments.

There is also a legal responsibility to comply with the provisions of the Data Protection Act 1998, this applies to data sharing, transfer and retention.

You should process all required paperwork within agreed timescales, provide evidence as required by SCVO (outlined above) and retain appropriate documentation to meet compliance and audit requirements agreed between Scottish Government and SCVO.

There is a duty to pay back any unused funds for the project. This should be communicated to SCVO as soon as possible, who will arrange for the return of any funds.

### **Change of Project Contact Details**

In order to ensure that we have full and correct contact details for your project at all times, you must notify us of any changes immediately. In particular any change or additional information for your project i.e. the main project contact, organisation name, address, and telephone no. or e-mail address.

## Publicity

It is a requirement of the contract that each project credit the funders and partners on all printed materials produced and any publicity where appropriate. We may also use details of your project and any related case studies and outcomes as part of the overall programme publicity.

## Logos:



Please submit all copies of all advertising/publicity materials to SCVO as evidence.

## Monitoring and Review

SCVO uses the information that you supply to monitor your progress, but we will also be in touch during and on completion of your project. Contact may be by telephone, mail or through local monitoring surgeries, which you may be invited to attend.

## Project Finance

SCVO is committed to ensuring that the funding goes directly to support the development of digital participation. The following transparent approach to funding will therefore exist:

This contract is based on the agreed costs you have provided, either as outlined in your application or as negotiated after this we need you to provide us with a copy of all final invoices or payroll details that the 'cash grant' has been spent on.

In the case of salary payments records of funded staff should be kept which should cover names, salaries and start and if appropriate end dates. This information should be kept for a period of three years after the expenditure occurs and must be made available to us for audit purposes if asked.

The Grantee shall keep and maintain for a period of 3 years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it and make it available for audit on request.

We may request further cost breakdown if required and reserve the right to allocate more money to projects if it is deemed necessary to ensure delivery of the project.

On receipt of two signed copies of the contract and the bank details form we will forward the first payment for Connecting Up Project.



**Eligible/Ineligible Expenditure**

The only expenditure that is eligible under the project is that which is outlined within the application form. Any requirements for changing the activity to be funded must be discussed with SCVO in advance.

If you are in any doubt please call us in advance of incurring any expenditure.

**Contact Details**

We have made this process for support as straightforward as possible. Further assistance can be provided at any time if necessary. Please contact us by e-mail at [digital@scvo.org.uk](mailto:digital@scvo.org.uk)

Signatories:

We, SCVO and Annexe Communities agree to adhere to the partnership/contractual agreement outlined above and to delivering our project within the costs and timeframe as indicated.

Signed - SCVO

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

Signed – [organisation name here]

Date: \_\_\_\_\_

Position: \_\_\_\_\_

Signed: \_\_\_\_\_

