



Llywodraeth Cymru
Welsh Government

Mr Chris Robinson
Supporting People Manager
Monmouthshire County Council
Social & Housing Services
County Hall
Cwmbran
NP44 2XH

3 April 2018

Dear Chris

Award of Funding in relation to Supporting People Programme Grant (SPPG) – Final Local Authority Allocation for 2018-2019

1. Award of Funding

- (a) We are pleased to inform you that your Application has been successful and funding of up to £ 2,039,175 (“the Funding”) is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period 1st April 2018 to 31st March 2019 and must be claimed in full by 30th April 2019 otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or the Conditions please contact the Welsh Government Official who will be happy to assist you.

2. Statutory authority and State Aid

- (a) This award of Funding is made on and subject to the Conditions and under the authority of the Cabinet Secretary for Local Government and Public Services and the Minister for Housing and Regeneration, one of the Welsh Ministers, acting pursuant to section 93 of the Local Government Act 2000, section 31 of the Local Government Act 2003 and sections 70 and 71(1) of the Government of Wales Act 2006.
- (b) You must comply with the European Commission’s State Aid Rules.

3. Interpreting these Conditions

Any reference in these Conditions to:

'you', 'your' is to Monmouthshire County Council, Social & Housing Services, County Hall, Cwmbran, NP44 2XH

'we', 'us', 'our' is to the Welsh Ministers;

'Welsh Government Official' is to

Karen Tudor
Housing Support & Welfare Branch
Housing Policy Division
Welsh Government
Rhydycar
Merthyr Tydfil
CF48 1UZ
Email: Karen.Tudor@gov.wales

or such other Welsh Government official as we may notify you.

'Project Manager' is to

Mr Chris Robinson
Supporting People Manager
Monmouthshire County Council
Social & Housing Services
County Hall
Cwmbran
NP44 2XH

'Application' is to your application for funding 2018/2019;

'Conditions' is to the terms and conditions set out in this letter;

'Costs Incurred' is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim;

'Notification Event' is to any of the events listed in Schedule 2;

'Payment Profile' is to the payment profile set out in Schedule 3;

'Personnel' is to your management/employees and suppliers or any other person appointed or engaged by you in relation to the Purposes;

'Schedule' is to the schedules attached to this letter;

'State Aid Rules' is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those

Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109; and

any reference to any legislation whether domestic, EU or international law will include all amendments to and substitutions and re-enactments of that legislation in force from time to time.

4. What you must use the Funding for

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the “**Purposes**”).
- (b) Any change to the Purposes will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (c) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any kind of activity which in our opinion could bring us into disrepute.

5. Funding pre-conditions

- (a) We will not pay any of the Funding to you until you have provided us with the following information and documentation:
 - (i) this letter signed by you;
 - (ii) A copy of the annual local spend plan as approved by the Local Authority and agreed by the relevant regional collaborative committee;
 - (iii) documentary evidence that you have appropriate systems in place to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve

the right to reject any information and documentation which is for any reason not acceptable to us.

6. How to claim the Funding

- (a) The Funding will be paid to you quarterly in arrears based on costs incurred and defrayed by you in the delivery of the purposes as detailed in the Payment Profile.
- (b) You must claim the Funding in accordance with the dates set out in the Payment Profile. You must claim the Funding promptly. We reserve the right to withdraw any part of the Funding that you do not claim promptly.
- (c) You must submit your claims for payment of Funding to the Welsh Government Official.
- (d) You must use our current claim pro-forma (which is available from the Welsh Government Official) and information and documentation to each claim specified in the Payment Profile, also:
 - i) confirmation that you are operating in all respects in accordance with your constitution; and
 - ii) confirmation that you have appropriate systems in place to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (e) We will aim to pay all valid claims as soon as possible and typically within 28 days.

7. Your general obligations to us

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your Personnel and notify us immediately if you have reason to suspect that any fraud within your organisation whether or not it relates to the Funding has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.
- (b) comply with all applicable domestic, EU or international laws or regulations or official directives;
- (c) maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;

- (d) put in place and maintain appropriate systems to undertake due diligence before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (e) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with these Conditions;
- (f) inform us immediately if any of the declarations made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect.

8. Declarations

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- (c) the information contained in your Application is complete, true and accurate;
- (d) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;

9. Notification Events and their consequences

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will either (i) notify you that we consider that the Notification Event is not capable of remedy or (ii) if we consider that the Notification Event is capable of being remedied seek to discuss the Notification Event with you with a view to agreeing a course of action to be taken to address the Notification Event.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:

- (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you; or
 - (ii) we notify you that the Notification Event is not capable of remedy; or
 - (iii) a course of action to address the Notification Event is not agreed with you; or
 - (iv) a course of action to address the Notification Event is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action); or
 - (v) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
- (i) withdraw the award of Funding; and/or
 - (ii) require you to repay all or part of the Funding immediately; and/or
 - (iii) suspend or cease all further payment of Funding; and/or
 - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
 - (v) deduct all amounts owed to us under these Conditions from any other funding that we have awarded or may award to you; and/or
 - (vi) exercise any other rights against you which we may have in respect of the Funding.
- (e) All repayments of Funding must be made to us within 28 days of the date of our demand. If applicable, you must pay interest on any overdue repayments (on a compound basis) in accordance with the State Aid Rules.

10. Monitoring requirements

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions, including without limit:
 - i) Annual outturn against spend plan for previous financial year;
 - (i) Outcome information within the time scales set out by the Welsh Government Official (31 August and 28 February annually), and in the format requested. Outcome information must be verified by the local authority to ensure it has been completed appropriately and is fully auditable; and
 - (ii) Update of your spend plan and commissioning plan in exceptional circumstances, if amended and approved by the

- Regional Collaborative Committee after the initial submission in January
- (iii) An audit certificate in accordance with the requirements set out in Schedule 4 by the 30th September 2019.
- (b) meet with the Welsh Government Official and such other of our representatives as we may from time to time reasonably require;
 - (c) ensure that the Project Manager (or such other person as we may agree) together with any other person we may require attends all meetings with the Welsh Government Official.

11. Audit Requirements

- (a) You must:
 - (i) maintain clear accounting records identifying all income and expenditure in relation to the Purposes;
 - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records howsoever stored as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;
 - (iii) retain this letter and all original documents relating to the Funding until we inform you in writing that it is safe to destroy them;
 - (iv) by 30 September 2019, your Internal Auditor/Chief Finance Officer must complete an audit certificate following the structure set out in Schedule 4
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

12. Third party obligations

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

13. Intellectual property rights and publicity

- (a) Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support in relation to the Purposes. Such acknowledgement(s) must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You agree that from the date of this letter until 5 years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

14. Information

- (a) You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR") and the Data Protection Act 1998 (the "DPA").
- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
 - (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
 - (ii) any information is exempt from disclosure under the FOIA or the EIR.
- (c) You acknowledge that we may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud.

15. Buying goods and services

If you decide to buy any goods and/or services to deliver the Purposes, they must be purchased in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

16. Giving notice

- (a) Where notice is required to be given under these Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

“Notice in relation to the Supporting People Programme Grant 2018/19”.

- (b) The address and contact details for the purposes of serving notice under these Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post:	on the second working day after the date of posting.
By hand:	upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.
By email attachment:	upon transmission or the next working day if after 4pm or on a weekend or public holiday.

17. Equal opportunities

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

18. Welsh language

Where the Purposes include or relate to the provision of services in Wales they must be provided in such a way as to not treat the Welsh

language less favourably than English, in accordance with the Welsh Language (Wales) Measure 2011.

19. Sustainability

Your use of the Funding must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

20. Welsh Ministers' functions

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in , or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

21. General


- (a) If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation to these Conditions must be in writing and signed by us and you in the same manner as this letter.
- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21(e) and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.
- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of these Conditions.

- (g) These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

22. How to accept this offer of Funding

- (a) To accept this award of Funding you must sign and return a copy of this letter to the Welsh Government Official. None of the Funding will be paid to you until we have received your signed.
- (b) We must receive your signed letter within 14 days of the date of this letter to Welsh Government Official, or this award of Funding will automatically be withdrawn.

Yours faithfully

A handwritten signature in dark ink, appearing to be 'Karen Tudor', written over a faint, light-colored signature line.

Signed by Karen Tudor

under authority of the Cabinet Secretary for Local Government and Public Services, one of the Welsh Ministers

SCHEDULE 1

The Purposes

The Purpose of the Funding is to provide housing-related support services to:

- Help prevent homelessness.
- Provide early interventions to help people secure a home and stop people becoming homeless, this could include pre-tenancy work.
- Help vulnerable people live independently, support should create independence.
- Prevent problems in the first place or provide help as early as possible in order to reduce demand on other services such as health and social services.
- Complement personal or medical care which people already receive.
- Put those who need support at the heart of the programme by ensuring service users are involved in developing, commissioning, monitoring and evaluating services, and gather evidence on the difference they make to services.
- Ensure quality services are delivered as efficiently and effectively as possible through joint working between organisations that plan and fund services, those which provide services and people who use them. This must include local authority Homelessness operational leads, provider and landlord representatives on local planning and commissioning groups.
- Link or signpost people accessing support to services which will enable them to engage in education, employment and training opportunities, to help maintain longer term independence.
- Fund support based on need, not tenure or age.
- Promote equality and reduce inequalities by ensuring all funding decisions consider the equality impacts on people with protected characteristics.
- Ensure Outcomes data is collected and submitted to the Welsh Government in the prescribed format by 31 August and 28 February annually. Use outcomes data to inform commissioning decisions.
- Ensure all providers have appropriate disclaimers in place to enable service users information to be available for research and evaluation purposes.

- Work with the local authority homelessness department in order to identify support needs, where appropriate, early on to prevent homelessness and help mitigate the impact of welfare reform.
- Ensure that all support providers who receive Supporting People funding have domestic abuse policies for their staff and service users.
- Ensure that all support providers who receive Supporting People funding refer individuals they support to Local Authorities Homelessness Teams where someone is homeless or at threat of homelessness, so they can benefit from the support available as a result of the Housing (Wales) Act 2014 and are also recorded within the statistics.
- Work with other Welsh Government tackling poverty programmes such as, but not limited to, Communities First, Flying Start and Families First, particularly in the context of funding flexibilities.
- To fund Gateway staff, but not capital costs such as system hardware, licencing and development costs.
- Ensure all services funded are registered on DEWIS Cymru <https://www.dewis.wales/>.
- Services must be provided in such a way as to not treat the Welsh language less favourably than English, in line with the Welsh Language Measure (Wales) 2011 and also inline with Local Authority duties under the Welsh Language Standards.

Funding must not be used to fund Local Authority Supporting People Teams or external consultancy services.

The funding should be disbursed in consultation with the Regional Collaborative Committee for your area, and where the Regional Collaborative Committee has in place a Regional Strategic Plan which has been adopted by your authority, the Local Commissioning Plan and Spend Plan must be consistent with that Plan.

The funding must not be used to fund care services, or to fund domestic assistance services. It must not be used to fund services that are a statutory duty which Social Services are required to fund under community care legislation, or housing management tasks. These should be funded by rents or service charge such as setting, collecting and accounting for rent and service charges, or establishing, issuing and enforcing licence or tenancy agreements, reporting and issuing repairs. Funding for alarm services should cover the emergency alarm element only and this should only be for those with an identified need as outlined in the Older Persons research

recommendations: <http://gov.wales/statistics-and-research/supporting-people-research-older-peoples-services/?lang=en>.

The provision of housing-related support services can be provided via a grant or through procurement. The stream of funding must be provided in a competitive and sustainable way so the provision demonstrates that best value has been achieved in the use of public funds.

Providing low and medium level support for people experiencing domestic abuse, which needn't be strictly housing related support for example, but not limited to, fitting target hardening equipment. Support provided should aim to prevent the need for future crisis intervention such as refuge or homelessness hostel. It is expected that projects commissioned would provide specific information and data evidencing the benefits to the individual supported of this preventative approach.

Management Charges

If management charges are applied to the Purposes they must not total more than 10% of the total grant awarded. If the management charges do exceed 10%, we will require further explanation and detailed breakdown of these charges.

Data Linkage

All Local Authorities and Supporting People providers must use appropriate disclaimers on documents such as Support Plans which ensure that individuals are aware their information may be used to help with planning of services, but also research and statistical purposes. This aim of this is to enable greater data linkage.

You will have a data sharing agreement in place which will enable you to share data between other internal local authority teams and external local authorities and/or Welsh Government or their agents for planning, research and statistical purposes.

You will ensure administrative data is held at an appropriate level by the Authority for the purposes of better data linkage. Where the information is not held by the Authority you must ensure it is being held, and is accessible from the appropriate provider. This must include recording the full address and postcode of a person receiving a service; however the postcode must be recorded in its own data box or column on a spreadsheet. The data of birth must be completed in the format dd/mm/yy and gender must also be recorded accurately. Where use of an address or postcode could disproportionality increase the risk to an individual, for example in the case of Domestic Abuse refuge services, an appropriate alternative should be used.

All Local Authorities are expected to work with data linkage researchers for the purposes of the SAIL data linkage project, and should ensure all data is made available to the project annually.

Contract Management

- All housing related support contracts should be regularly monitored using a risk based approach. Monitoring should happen at least annually.
- All housing related support contracts should be strategically reviewed every 3 years.
- All housing related support providers should be subject to (as a minimum) annual due diligence checks.

Co-operation between SP providers and local authorities

It is the Welsh Government's intention to ensure that everyone who is entitled to support under Part 2 of Housing (Wales) Act 2014, is given the opportunity to benefit from the services and protections provided by legislation.

Therefore, where support is being provided to someone who is likely to be owed a duty, you must work with providers to ensure that applicants are given the opportunity to make an application to the homelessness service for support.

We do not, however, propose that all support is also deferred to the local authority. Support should be undertaken by the most appropriate agency, with the stipulation that the local authority homelessness service is aware of the activity and the individual has had the opportunity to enter the legislative system via a s.62 assessment if they are homeless or threatened with homelessness within 56 days.

SCHEDULE 2

Notification Events

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Funding is required under European Law (whether under State Aid Rules or otherwise);
2. you fail to comply with any of the Conditions;
3. the Funding, in full or in part, is not being used for the Purposes;
4. there is unsatisfactory progress towards completing the Purposes, including meeting the Targets;
5. you fail to provide information about the Purposes requested by us, the European Commission or the European Court of Auditors, or any of their auditors, agents or representatives;
6. we have reason to believe that you and/or any of your Personnel are involved in fraudulent activity or have been involved in fraudulent activity [whilst the Purposes are/were being carried out];
7. we have made an overpayment of Funding to you;
8. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
9. any petition is presented or resolution passed or other action taken for your bankruptcy or winding-up or a petition is presented for an administration order against you;
10. a receiver or an administrative receiver is appointed in respect of you or in respect of all or any part of your assets;
11. a moratorium in respect of all or any of your debts or a composition or an agreement with your creditors is agreed, applied for, ordered or declared;
12. you are unable, or admit in writing your inability, to pay your debts as they fall due;
13. any distress, execution, attachment or other process affects any of your assets;
14. a statutory demand is issued against you;

15. you cease, or threaten to cease, to carry on all or a substantial part of your business;
16. there is a change in your constitution, status, control or ownership and/or your external auditors resign;
17. there is a change in your shareholders, directors, trustees or partners;
18. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions.

SCHEDULE 3 Payment Profile

Instalment Number	Amount of Instalment	Claim Period	Date of payment	Documents which must accompany claim proforma or have been submitted separately
1	£509,793.75	April 2018 to June 2018	31 July 2018	<ul style="list-style-type: none"> • Spend plan for 2017/18 financial year (February 2018) • Annual Review Report on Commissioning Plan (30 June 2018) • Quarter 4 - Outturn Statement for 2016/17 (30 April 2018) • Outcomes Audit Certificate for April 17 to December 17 (31st May 2018)
2	£509,793.75	July 2018 to September 2018	31 October 2018	<ul style="list-style-type: none"> • Audit Certificate for 2017/18 financial year, in accordance with Schedule 4 (30 September 2018)
3	£509,793.75	October 2018 to December 2018	31 January 2019	<ul style="list-style-type: none"> • No documents required
4	£509,793.75	January 2019 to March 2019	30 April 2019	<ul style="list-style-type: none"> • Annual Outturn statement for 2018/19 (30 April 2019)

SCHEDULE 4
Supporting People Programme - Finance Audit Certificate

Grant reference number:	Name of organisation:
Project title:	
Project costs: £	
Approved Grant Allocation: £	For the Year: /
Total Income (e.g. from Partners): £	Total Amount Paid as Grant: £
Total Actual Net Expenditure £ (Including all Grant And Match-Funding) (Please add a monetary value for contributions in Kind)	Claim is hereby made for grant approved under the Welsh Government's Supporting People Programme Grant on the basis of net expenditure for the year ended 31 March 2019
<p>I certify that:</p> <ol style="list-style-type: none"> a. The net expenditure set out above was incurred wholly and solely in financing the project described at 3 above to meet the aims and objectives set out in the application for funding; b. No further claim for grant in respect of expenditure in the said financial year on this project will be made against the Welsh Government; c. I undertake to repay any overpayment of grant; and d. The outcome information submitted has been validated and duplicates removed, and verified with Providers. e. Management charges for services are below 10% or we have received a written explanation for the reasons for an increased charge. f. To the best of my knowledge and belief the information contained in this form is accurate and, wherever amounts may differ from those shown in grant claim forms previously submitted in respect of the named project, the details shown above should be taken as correct. 	
Signed:	Date:
Name in capitals:	
Position in organisation:	

To be completed by Organisation's Internal Auditor or Chief Finance Officer:

<p>I certify that I have considered: The project's aims and objectives as set out in the application form; and The grant offer. I am of the opinion that the entries are fairly stated and that the expenditure has been properly incurred in accordance with the offer of grant.</p>	
Signed:	Date:
Name in capitals:	
Position in organisation:	

Supporting People Programme - Outcomes Audit Certificate

Name of organisation:	
Project title:	
Total number of lead needs Outcomes verified and submitted to the Welsh Government:	
Period 1 2017 (January 2017 to June 2017) _____	
Additional Figures	
Period 2 2017 (July 2017 – December 2017) _____	
Additional Information _____	
(the total figure for the outcomes should match column E34 of the outcome tab on the return each period, the total additional figures should match E22 of the Additional Figures tab each period)	
I certify that:	
<ul style="list-style-type: none"> a. The outcome information submitted has been checked and validated b. The outcome information has no duplicates c. The outcome information has been verified with providers d. The 'journey travelled' information has been checked and verified e. The additional information submitted has been checked and verified. 	
Signed:	Date:
Name in capitals:	
Position in organisation:	

To be completed by Organisation's Internal Auditor or Chief Finance Officer:

I certify that I have considered:	
The project's aims and objectives as set out in the application form; and the grant offer. I am of the opinion that the entries are fairly stated	
Signed:	Date:
Name in capitals:	
Position in organisation:	

TWO SIGNATORIES ARE REQUIRED

We hereby accept the award of Funding Supporting People Programme Grant 2018/19 and the Conditions relating to the Funding

An authorised signatory of **Monmouthshire County Council** Signature

Name

Job Title

Date

An authorised signatory of **Monmouthshire County Council** Signature

Name

Job Title

Date