



Supporting international recruitment in adult social care – Staffordshire & Stoke-on-Trent: Small Grant Funding to support local training for international recruits.

1. Overview

1.1. To provide an overview of:

1.1.1. Local usage of the [International Recruitment fund for adult social care](#) (2023/24 financial year) across the West Midlands, with particular focus on Staffordshire and Stoke-on-Trent.

1.1.2. Detail the availability of small grant funding, including the associated eligibility criteria and application process, for the provision of 'culturally sensitive' training and development for international recruits working in regulated adult social care settings, to support the delivery of quality care and support.

2. International Recruitment Fund overview

2.1. West Midlands ADASS local authorities successfully submitted a regional application for Department of Health & Social Care (DHSC) funding for International Recruitment.

2.2. As a result of this successful application, the [West Midlands Social Care International Recruitment Hub](#) has been established to offer information, advice and guidance to employees, employers and local authorities on ethical international recruitment, including access to specialist legal and HR support.

2.3. 56 adult social care providers (providers) across Staffordshire and Stoke-on-Trent responded to a local survey detailing their needs to support ethical and effective international recruitment.

2.4. Key themes we have taken forwards from the survey are:

2.4.1. Enhanced pastoral support for international recruits.

2.4.2. Culturally sensitive training (and other functional skills) for international recruits. Examples included, supporting with written and spoken English, food preparation and adapting to driving in the United Kingdom.

2.5. To support pastoral care, Staffordshire and Stoke-on-Trent Care Association (SARCP) are producing a digital resource, which will include:



2.5.1. Roles & Responsibilities of the employer.

2.5.2. Roles & Responsibilities of the employees.

2.6. In addition, this resource will provide an overview of community resources and assets to help international recruits to settle in their new local community, for example identifying local interest groups and places of worship, as well as supporting with understanding and navigating everyday essentials, including a glossary with definitions and where they can get help for different issues.

2.7. This resource can be accessed by both SARCP members and non-members and will be promoted accordingly when launched.

3. Small Grant Funding to support learning, training and development.

3.1. Subject to the fulfilment of the eligibility criteria (section 4) and adherence to the associated terms and conditions (section 7 / appendix B), providers, located in Staffordshire and/or Stoke-on-Trent can apply for financial assistance to use towards the provision of culturally sensitive, and other functional training and support.

3.2. 'Culturally sensitive' training is designed to support international recruits to adjust to their new employment, culture and local community, and this may include, but is not limited to:

3.2.1. Standard (or bespoke) ESOL training.

3.2.2. Written and verbal communication training.

3.2.3. Understanding British culture and traditions.

3.2.4. Understanding Social Care.

3.2.5. Food preparation and cookery courses.

3.2.6. Digital literacy.

3.2.7. Numeracy skills.

3.2.8. Pass Plus (REF: Driving on British roads).

3.3. In addition, there is increasing evidence and research about the positive impact the provision of training to the domestic workforce focussed on supporting a positive workplace culture, challenging unconscious bias and discrimination.

3.4. The training should be delivered by a reputable and recognised external / third party organisation, as opposed to by the provider directly (i.e. in-house training).



3.5. Reputable and recognised third party organisations may include, but is not limited to:

- 3.5.1. Skills for Care accredited training providers.
- 3.5.2. Local colleges and other educational providers.
- 3.5.3. Local community learning opportunities.

3.6. The provision of small grant funding is not intended to replace / supplement the fundamental learning, training and development needs of social care staff, for example induction training, the Care Certificate or associated qualifications such as NVQ's, as this remains the role and responsibility of providers (as employers) to support their workforce in the delivery of quality care and support and fulfilment of their regulatory requirements.

3.7. Eligible providers will typically be able to submit an application for consideration for a maximum value of £2,000. The application will need to include:

- 3.7.1. Who will participate in the training i.e. international recruits or your wider workforce.
- 3.7.2. How many people will participate in the training.
- 3.7.3. The topic / content of the training course.

3.8. The amount of available funding is finite. Applications will be considered and reviewed on a 'first come, first served' basis.

3.9. For the avoidance of doubt:

- 3.9.1. Any applications received that exceed the financial threshold specified in 3.7 will be automatically rejected. Providers will be entitled to revise their application in such circumstances and resubmit during the submission window.
- 3.9.2. Any applications received once the funding threshold has been reached and/or following the expiry of the submission window, will automatically be rejected, without grounds for appeal.
- 3.9.3. Staffordshire County Council and/or Stoke-on-Trent City Council retain the right to withdraw the funding at any time, without reason or explanation, prior to the expiration of the submission window.

4. Eligibility criteria

4.1. Successful providers will fulfil the following eligibility criteria in its entirety:



- 4.1.1. Registered with the Care Quality Commission (CQC) as a provider of regulated care and support. This includes care homes and home care providers.
 - 4.1.2. Be rated as 'outstanding', 'good' or 'requires improvement' by CQC.
 - 4.1.3. Have a registered location in the Staffordshire and/or Stoke-on-Trent boundaries.
 - 4.1.4. Be a contracted provider of care and support with Staffordshire County Council and/or Stoke-on-Trent City Council.
- 4.2. Providers who have not yet been inspected by CQC will not be eligible to apply for this funding.
- 4.3. In respect of international recruitment, providers will need to demonstrate, as part of the application process:
- 4.3.1. They have an active Sponsorship License (for the avoidance of doubt, which has not been suspended or revoked).
 - 4.3.2. They have adhered to ethical recruitment processes, including recruiting from Green List Countries only.
 - 4.3.3. And where applicable, using those agencies detailed on the [Ethical Recruiters List](#) only.
- 4.4. In addition, any provider who is subject to one or more of the below will not be eligible for to apply for funding:
- 4.4.1. A local quality improvement and/or safeguarding process.
 - 4.4.2. Insolvency.
 - 4.4.3. Bankruptcy proceedings.
 - 4.4.4. Failure to adhere to terms and conditions of any other grants, administered directly by either local authority (including any grant funding administered on behalf of other partners, for example the Department of Health & Social Care).
- 4.5. For the avoidance of doubt:
- 4.5.1. Any application which does not fulfil the above eligibility criteria in its entirety will be rejected, without grounds for appeal.
 - 4.5.2. Staffordshire County Council and/or Stoke-on-Trent City Council's retain the right to revise the eligibility criteria at any time, without reason or explanation, prior to the expiration of the submission window.



5. Making an application

5.1. Applications can be submitted between 3 June 2024 and 23:45 on 28 June 2024

5.2. Applications can be made using the following link:
<https://forms.office.com/e/XL9yjGMwqu>

5.3. Providers are entitled to submit an application for funding for:

5.3.1. Training already delivered between 1 October 2023 and 2 June 2024 (retrospective claim),

5.3.2. Future training to be delivered between 3 June 2024 and 30 June 2024.

5.4. For the avoidance of doubt, it is critical all monies are spent by 30 June 2024. Any unspent monies by this date will be reclaimed by the Council.

5.5. Where providers are submitting an application for retrospective funding (5.3.1), relevant information should be emailed to:
FSCWProgramme@staffordshire.gov.uk at the point of application. Providers should include their name and CQC Location ID, as specified in the application form.

5.6. Applications will be considered by a 'panel' constituted of a representative from each of the following organisations, using the evaluation criteria detailed on Appendix A:

5.6.1. SARCP.

5.6.2. Staffordshire County Council.

5.6.3. Stoke-on-Trent City Council.

5.7. Applications will be considered in 10 working days of receipt of the application.

6. Payment

6.1. In addition to the completion of the application form, providers will be required to submit appropriate evidence, including evidence of planned and actual expenditure at the appropriate time:



- 6.1.1. In cases where a provider is claiming monies in retrospect, for training delivered between 1 October 2023 and 2 June 2024 they will be required to submit evidence at the point of application.
- 6.1.2. In cases where a provider is claiming monies for future spend, they will be required to submit evidence of expenditure at the point of costs being incurred, noting the grant monies need to be spent by 30 June 2024.
- 6.2. No payment will be made to a provider until the associated letter, with accompanying terms and conditions, (appendix b) has been signed and returned.
- 6.3. Once the required documentation has been returned, Staffordshire County Council will advise the provider of the required information to enable payment to be made, within specified timescales.

7. Associated terms and conditions

- 7.1. Please note this section, should be read in conjunction with Appendix B, noting all terms and conditions specified across the main body of the document and appendices are wholly applicable, in their entirety. Providers are required to sign and return Appendix B before any payment is made.
- 7.2. Staffordshire County Council, Stoke-on-Trent City Council and SARCP are required to adhere to the [terms and conditions](#) specified by the DHSC (noting this document relates to the 2023/24 financial year and has been recently updated to reflect the funding available for the 2024/25 financial year).
- 7.3. For the avoidance of doubt:
 - 7.3.1. The provider will be liable for all other costs associated with the provision of this training, for example staff time to participate.
 - 7.3.2. Neither Staffordshire County Council, Stoke-on-Trent City Council or SARCP will be liable for the quality of the training or any issues arising as a result of the delivery of training or thereafter.
- 7.4. Providers are required to adhere to the [international recruitment code of practice](#) and associated guidance, at all times.
- 7.5. Providers should seek independent specialist advice to ensure ethical international recruitment, noting Staffordshire County Council, Stoke-on-Trent City Council or SARCP are unable to provide any legal and/or specialist advice in respect of international recruitment or subsequent employment.



- 7.6. Failure to submit supporting evidence, will result in the application being declined and/or the grant funding being re-paid in full.
- 7.7. It is really important for us to understand the impact of this funding and how we may better support both our workforce in future.
- 7.8. To help us understand the impact, successful providers will:
- 7.8.1. Complete the *Pre-Training Questionnaire for employers* within 10 working days of the application being approved, noting this is a mandatory requirement of the grant monies being paid:
<https://forms.office.com/e/yiEY8VTN8V>
 - 7.8.2. Complete the *Post-Training Questionnaire for employers* by Friday 2 August 2024, noting this a mandatory requirement of the grant monies being paid: <https://forms.office.com/e/eP6iri6ryN>
- **Permission to access the Microsoft Office form will be shared upon applications being approved.*
- 7.9. Failure to complete the required employer returns within the specified timescales, will result in the grant funding being re-paid in full.
- 7.10. In addition, we would really like to hear back from employees who have participated in the training, this could be on an individual employee basis or collective basis. The requirement for employees to complete the questionnaires is not mandatory, but is strongly encouraged:
- 7.10.1. Complete the *Employee Initial Questionnaire* before the training commences, in a timely way. For the avoidance of doubt, where providers are applying for grant monies retrospectively, employees do not need to complete this questionnaire:
<https://forms.office.com/e/yivXJWDWKj>
 - 7.10.2. Complete the *Employee Post Questionnaire* by Friday 2 August 2024: <https://forms.office.com/e/k5CxLgCAq6>
- **Permission to access the Microsoft Office form will be shared upon applications being approved*
- 7.11. Providers are prompted to:
- 7.11.1. Provide quality training, support and development opportunities, including induction training and subsequently during the course of employment.



7.11.2. Provide pastoral support to aid international recruits to transition and settle into the local community.

Appendix A

Application evaluation

1.0 Verification

The following questions will be reviewed using local and national information sources, to verify the eligibility criteria is fulfilled, in its entirety:

No.	Question overview	Purpose
2	Provider Address	Demonstrating you are located in Staffordshire or Stoke-on-Trent
7	CQC Location ID	Demonstrating you are regulated provider, located in Staffordshire or Stoke-on-Trent
8	CQC Rating	Demonstrating you are rated: <ul style="list-style-type: none"> • Outstanding • Good • Requires Improvement
9	Sponsorship License No.	Demonstrating you have a Sponsorship License
10	Sponsorship License Status	Demonstrating you have an active Sponsorship License, that has not been suspended or revoked.
11	Local Quality Assurance	Demonstrating you are not currently subject to any local quality and/or safeguarding processes which may mean the application cannot be considered.
12	Financial & Legal Status	Demonstrating you are not subject to (or anticipated to be) any bankruptcy or insolvency proceedings
13	Previous grant terms & conditions	Demonstrating you have adhered to terms and conditions associated with other grants i.e. spent monies appropriately and completed the required returns
15	Recruitment Agency	Demonstrating you have used a Recruitment Agency on the Ethical Recruiters List
16	Countries you have recruited from	Demonstrating you have only recruited from Green List countries

Please note, Q.14: Ethical Recruitment, is a self-declaration question.

Small Grant Funding Application Review

No.	Question overview	Purpose
17	Who is participating in the training	Which employees are participating in the training
18	Number of people participating in the training	Understanding the training impact
19	Training cost	Ensuing the maximum £2,000 per application is not breached
20	Training provider	Ensuring this is provided by a third party / external provider
24	Training delivery date	Confirming the proposed training will be delivered within the specified dates: <ul style="list-style-type: none"> • Retrospective: 1 October 2023 – 30 May 2024 • Future: 31 May and 30 June 2024

Evaluation Matrix

Questions 21 – 23 will be assessed, individually, using the below scoring matrix, by each partner representative.

Score	Overview
0	Poor: - The application does not provide: <ul style="list-style-type: none"> • An overview of the planned training. • Information on how the training need has been identified. • Information on how the provider will assess the translation of training into practice and measure the impact on the quality of care and support provided.
1	Limited: - The application provides limited information /detail about: <ul style="list-style-type: none"> • Overview of the planned training. • How the training need was identified. • How the provider will assess the translation of training into practice and measure the impact on the quality of care and support provided.
2	Good: - The application clearly provides information / detail about: <ul style="list-style-type: none"> • Overview of the planned training. • How the training need was identified – for example engaging with or responding to 1 key partner i.e. the staff member or people receiving support. • How the provider will assess the translation of training into practice and measure the impact on the quality of care and support provided – for example, discussion in supervision,

	observing staff practice or gaining feedback from people receiving support.
3	<p>Outstanding: - The application clearly provides a high-level information / detail about:</p> <ul style="list-style-type: none"> • Overview of the planned training. • How the training need was identified – for example engaging with or responding to 2 or more key partners i.e. the staff member or people receiving support. • How the provider will assess the translation of training into practice and measure the impact on the quality of care and support provided in multiple ways – for example, discussion in supervision, observing staff practice or gaining feedback from people receiving support.

Questions 25 and 26 will not be evaluated, they will be used to support the application and with gathering local intelligence.



Appendix B

Award Letter and Terms & Conditions

*****Please note, this is draft documentation and will be populated with the relevant information applicable to the successful application***

Successful award letter:

Dear Recipient,

Adult Social Care Employee-International Recruitment Grant Funding for Culturally Sensitive Training

Staffordshire County Council (**the Council**) and Stoke-on-Trent City Council has received a grant from the Department of Health and Social Care (DHSC) through the West Midlands Adult Social Care (ADASS).

The Grant is intended to enable Adult Social Care Providers in Staffordshire and Stoke-on-Trent to make tangible improvements to adult social care, by providing culturally sensitive and other functional training and support to internationally recruited Adult Social Care Employees in Staffordshire and Stoke-On-Trent.

All Grant Monies (as defined below) received by the Recipient must be spent by 30 June 2024. Any Grant Monies that remain unspent by the Recipient within the stated deadlines will need to be immediately returned to the Council, who will then return any unspent Grant to the DHSC.

This letter and the Grant Conditions (together the **“Conditions”**) set out the terms and conditions associated with the Grant and what you as a Recipient will need to comply with for the purposes of your Grant Monies.

In accordance with your application, detailed at Schedule 1 (your **“Application”**) you will be allocated your Grant Monies from the Grant in accordance with your Application.

The Conditions may seem complex and onerous, but the Council is obliged to flow down those obligations to you as a Recipient as a condition of receiving your Grant Monies and the Council must comply with the restrictions put on it by the DHSC for distribution of the Grant. The Recipient will need to comply with the Conditions including those relating to reporting requirements and provide details of how any Grant Monies have been used by the Recipient. Please note, if grant conditions under previous grants have not been met by you as a Recipient, then the Recipient will not be eligible to receive Grant Monies from the Council.

Please read the attached Conditions and please sign and return one copy of the Conditions to confirm the Recipient’s acceptance of the Conditions, keeping the other copy for the Recipient’s own records and future reference. Please also ensure that the Recipient is fully aware and understands the Conditions especially requirements to complete the Recipient Return detailed at Schedule 2 and to provide reports and



information to the Council as required. The Recipient agreeing to the Conditions is a pre-condition of receiving and retaining the Grant Monies. Please note, that Grant Monies will have to be immediately repaid to the Council if they are not used in accordance with the Conditions or as detailed in the Recipient's Application.

Please note failure to return a signed copy of the Conditions will prevent the Council from paying any Grant Monies to your organisation as the Recipient.

Staffordshire and Stoke-on-Trent City Council, alongside the Staffordshire Association of Care Providers (SARCP) would like to express its thanks to you and your staff for your continuing to care for Staffordshire's most vulnerable citizens and to assist with The Council's ambitions in relation to social care workforce quality, capacity and retention.

Yours faithfully

GRANT CONDITIONS Dated [] 2024

Introduction

For the purposes of the Adult Social Care Employee-International Recruitment Grant Funding for Culturally Sensitive Training, the Council is [utilising grant funding allocated by the DHSC for the 2023/24 financial year](#), thus meaning all associated terms and conditions are relevant, in their entirety. The Council retains the right to revise the eligibility criteria, terms and conditions, and or withdraw the grant monies at any time without reason or notice.

1. The terms and conditions detailed in the **supporting guidance note (see pages 1 – 11)** are incorporated by reference into the terms and conditions in Appendix B, and in the event of any conflict between the terms and conditions detailed in the supporting guidance notes and the terms and conditions in Appendix B, Appendix B shall take precedence. All references in the Conditions to "**Recipient(s)**" shall be read as meaning your organisation (being the organisation whose details appear at the bottom of these Grant Conditions in the signature block as completed by the Recipient. All references to "**the Council**" in the Conditions shall be read as meaning Staffordshire County Council.
2. The Conditions will take effect from the date of this letter once signed by the Recipient and returned to the Council and receipt acknowledged by the Council and will continue in full force and effect until 30 June 2024 (the "**Term**").
3. In accordance with your Application, and subject to receipt of your signed Grant Letter and Grant Conditions, the Council will pay the Recipient [**amount in words and figures to be included**] ("**Grant Monies**") via BACS payment within



a maximum of 10 working days from receipt by the Council of your signed Conditions and submission of the necessary bank account details.

4. The Recipient accepts that the Grant Monies will not be paid if the Council does not have available Grant or is for any other reason unable or not permitted to pay the Grant Monies to the Recipient. The Council shall have no liability whatsoever to the Recipient for any losses caused by a delay in the payment or non-payment of the Grant Monies to the Recipient howsoever arising.
 - 4.1 The Recipient shall ensure that the Grant Monies it receives from The Council pursuant to the Conditions:
 - 4.1.1 are only to be used for the purpose of *“providing for culturally sensitive, and other functional, training and support for international recruits working in regulated adult social care settings”* as detailed in Appendix B; and
 - 4.1.2 are only to be used in accordance with the purposes detailed in your application and approved by the relevant parties.
 - 4.2 The Recipient must account for all payments funded by the Grant Monies and must keep appropriate records (such as receipts and invoices and all evidence relevant to the spend and distribution of the Grant Monies by the Recipient);
 - 4.3 The Recipient shall provide the Council and/or the DHSC with any evidence, information or reports as may be requested as to expenditure of any Grant Monies.
 - 4.4 In the event that the Recipient does not spend the entirety of Grant Monies paid to it by the Council in pursuit of the measures referred to in 4.1 above by 30 June 2024, any remaining and unspent Grant Monies shall be immediately repaid by the Recipient to the Council.
 - 4.5 The Grant Monies will not be increased in the event of any overspend by the Recipient in its delivery of the objectives detailed in its application.
 - 4.6 Throughout the Term, the Recipient will:
 - 4.6.1 provide the information to the Council that it requires to complete its reporting requirements set out in Appendix B in accordance with the reporting requirements stipulated in these Conditions or as otherwise notified to the Recipient by the Council from time to time.
 - 4.6.2 spend the Grant Monies in accordance with the specific measure and deadlines expressly specified in the Conditions.



4.6.3 take its own independent insurance, legal and taxation advice in relation to the spend and distribution of the Grant Monies, the implementation of any of the actions detailed in the Recipient's Application and the entering into of the Conditions by the Recipient;

4.6.4 be required to comply with all of its legal and statutory obligations including any specific obligations placed on it as the employer of staff intended to benefit from the spend of the Grant Monies as detailed in the Recipient's Application.

5. Expenditure of the Grant Monies by the Recipient will be checked and verified by the Council via the Open Book provisions set out in the Conditions.

Repayment and Audit Provisions

6. The Recipient must repay to the Council, within 10 working days from the date of any demand from the Council sent in accordance with this paragraph 6, any Grant Monies:
 - 6.1. incorrectly paid to the Recipient either as a result of an overpayment or an administrative error;
 - 6.2. for inappropriate use of funding, or no evidence of Grant Monies having been spent on the specified purpose set out in the Recipient's Application;
 - 6.3. for failure to comply with reporting requirements as detailed in these Conditions, including failure to submit documents or submission of incomplete or incorrect documents in the reasonable opinion of the Council;
 - 6.4. where all or part of the Conditions have not been met by the Recipient; and/or complied with by the Recipient and/or where it becomes apparent to the Council after the event that some or all of the Conditions have not been met or continued to be met by the Recipient.
 - 6.5. where there is any change in the DHSC terms and conditions;
 - 6.6. If, in the reasonable opinion of the Council, the Recipient fails to meet any obligations set out in the Conditions; and/or
 - 6.7. any of the Grant Monies paid to the Recipient is unspent by the Recipient by 30 June 2024 and/or



- 6.8. the Recipient or any of its representatives, directors and/or employees fail to act transparently and with integrity.
7. Where the Grant Monies or any part thereof paid by the Council to the Recipient, becomes repayable under and in accordance with paragraph 6 above, then the Council may take all action necessary to recover the Grant Monies (or any part of the Grant Monies) paid to the Recipient, including without limitation retaining or setting-off payment of any amount it owes to the Recipient at any time under the Conditions or any other contract, agreement or arrangement between the Recipient and the Council.
8. Where the set-off, counterclaim or retention mechanism detailed in paragraph 7 above is not successful in recovering the relevant sums from the Recipient then those sums will become payable by the Recipient on demand by the Council within 10 working days from the date of the written demand from the Council to the Recipient and where the sums remain outstanding on expiry of that 10 working day period the sums will crystallise and become recoverable by the Council from the Recipient as a debt plus interest (before and after judgement and until repayment in full) calculated on a compound basis at the rate then applicable under the Commercial Debts (Interest) Act 1998.
9. The Recipient acknowledges the importance to the Council of the financial transparency objectives and its need for complete transparency in the way in which the Grant Monies are utilised and spent by the Recipient and the Recipient agrees with the Council that it will:
- 13.1 at all times keep full accurate, complete and comprehensive Open Book Data (defined below) in respect of all of its expenditure of the Grant Monies from the date it receives any Grant Monies from the Council until 30 June 2024;
- 13.2 provide copies of and allow the Council and its Audit Agents (defined below) access to the Open Book Data upon reasonable request by the Council and/or its Audit Agents and within five (5) working days of such a request.
- 13.3 allow the Council acting by itself or through its Audit Agents, throughout the Term and for a period of six (6) years thereafter, to access and inspect the Open Book Data to check compliance with the Grant Letter and Grant Conditions.

Actions for Recipient:

10. The Recipient will return a signed copy of this letter and the Conditions to the Council- a scanned document by email will suffice to:
FSCWProgramme@staffordshire.gov.uk as soon as possible. Once returned



the Council can start to make the arrangements for payment of your Grant Monies in accordance with terms of these Conditions.

11. The Recipient will respond promptly to any requests from the Council for information and clarification regarding information submitted by the Recipient in respect of the Grant Monies and the Recipient's Application.
12. The Recipient must maintain a sound system of internal financial control.
13. If a Recipient has any grounds for suspecting any financial irregularity in the use of any Grant Monies paid to it by the Council, it must notify the Council immediately, explain what steps are being taken to investigate the suspicion and keep the Council informed about the progress of the investigation. For these purposes "financial irregularity" includes fraud or other impropriety, mismanagement and the use of the Grant Monies for purposes other than those for which it was provided as detailed in the Conditions.

Support available to Recipients

14. If you have any questions in relation to these Conditions or use of the Grant Monies, please contact: [.FSCWProgramme@staffordshire.gov.uk](mailto:FSCWProgramme@staffordshire.gov.uk)

Interpretation:

"Open Book Data" means complete and accurate financial and non-financial information which is sufficient to enable the Council to verify the expenditure of the Grant Monies by the Recipient already spent or payable and payments forecast to be paid from the Grant Monies during the remainder of the Term, including details and all assumptions relating to:

- (a) the Recipient's costs broken down against each activity and/or item, including actual expenditure and the unit costs (where applicable); and
- (b) any other information relevant to the Recipient spend and use of the Grant Monies.

"Audit Agents" means

- (a) the Council's internal and external auditors;
- (b) the Council's statutory or regulatory auditors;
- (c) the Comptroller and Auditor General, their staff and/or any appointed representatives of the National Audit Office;



- (d) HM Treasury or the Cabinet Office;
- (e) any party formally appointed by the Council to carry out audit or similar review functions; and
- (f) successors or assigns of any of the above;

No Liability for use of Grant Monies:

15. The Council accepts no liability whatsoever or howsoever incurred or arising in respect of the use of the Grant Monies or failure to use the Grant Monies by the Recipient nor any liability whatsoever or howsoever incurred for any consequences whether direct or indirect that may arise from the Recipient's use of the Grant Monies, implementation of the schemes and or actions detailed in the Recipient's Application or from the withdrawal, withholding, suspension or reduction of the Grant and/or Grant Monies.

Please print two copies of these Conditions, complete with the Recipient's company or trading names in print below and sign. Please retain one copy for the Recipient's records and return one (scanned copy by email).

16. The Recipient detailed in the signatory block below:

- 16.1. accepts and agrees to the Conditions and intends to be legally contractually bound by the Conditions;
- 16.2. confirms that this letter has been signed by a duly authorised signatory of the Recipient;
- 16.3. confirms that it is not aware of any circumstances or reasons as to why it should not receive payment of the Grant Monies in accordance with these Conditions;
- 16.4. understands and agrees that any Grant Monies received by the Recipient may only be used for expenditure incurred as detailed in the Conditions and the Recipient's Application;
- 16.5. will complete any necessary returns and provide such information as may be required and proof of expenditure as requested by the Council;
- 16.6. understands that in the event of non-compliance with the Conditions the Council may request repayment of some or all the Grant Monies received by the Recipient as detailed in the Conditions.

Please return to: FSCWProgramme@staffordshire.gov.uk



Signed on behalf of:

Signature

Signed by (Print Name).....

Position within Company/Organisation (as appropriate)

Dated.....

Recipient:

Registered Company:

Name.....

Number.....

Address.....

Schedule 1 - Application

*****Microsoft Office Application to be inserted***