

██████████  
CEO  
The Family Fund Trust  
Unit 4, Alpha Court,  
Monks Cross Drive  
Huntington, York  
YO32 9WN

30 March 2021

Dear ██████████,

**Subject: Grant award to the Family Fund Trust for delivery of grants to families on low incomes with seriously ill or disabled children to the value of £27.323 million p.a. (DfE grant reference number con\_7976)**

On behalf of the Secretary of State for Education, I am pleased to confirm that the Family Fund Trust (FFT) has been awarded a one-year grant of £27.323 million for the period from 1 April 2021 until 31 March 2022. This funding will be subject to the satisfactory completion of the terms of the funding agreement as set out in this letter.

The power under which the grant is to be paid is pursuant to Section 14 of the Education Act 2002 and will, accordingly, be paid only in respect of approved expenditure incurred by the FFT for the purpose of the funded activities.

This Grant is to enable Family Fund Trust to provide assistance and funding to low-income families with children who are seriously ill or disabled. The funding will provide grants to those families for a range of support to help them have the same choices and opportunities as other families and is more fully described at Annex F, attached.

This correspondence constitutes a Grant Offer Letter for the period 1 April 2021 - 31 March 2022. This letter will form an integral part of the Grant Agreement. The offer is subject to the provisions, limitations and conditions set out below and in the DfE general grant terms and conditions. The funding value of £27.323 million is indicative

and will be dependent on successful delivery of agreed outcomes.

This offer is subject to the terms and conditions set out below, and to the attached Department for Education general Grant Terms and Conditions. You should read all annexes and general T&Cs carefully before accepting the offer of funding. Failure to observe these terms and conditions may result in the funding being withdrawn.

## **ACCEPTANCE OF OFFER**

If you wish to accept this offer of a grant, please sign the enclosed grant funding agreement at Annex A in the space provided and return it to [REDACTED] on or before 31 March 2021. Please retain a copy for your records.

In addition to providing a signed copy of this agreement, you are then requested to follow the instructions on Bank Account Details (Annex B) and provide your organisation's bank account details. This will allow us to set your organisation up on the Department's payment system to receive the grant. Payment claims can only be sent to the DfE once the Grant Agreement has been signed and any pre-disbursement conditions have been met. Payments will be disbursed into the bank account number provided through the DfE suppliers' bank details process provided by the FFT.

Please note that any delays in returning the documents could result in a delay to the grant payment.

The Grant Manager for this Project at the Department for Education is [REDACTED]. We look forward to working with you to bring about the rapid signature of the Grant Agreement.

If you cannot return the acceptance by the specified date, please contact me before that date to explain the reasons. Otherwise, we will assume that the offer has been refused, and it will be withdrawn without further correspondence.

Yours sincerely,

[REDACTED]

For and on behalf of the Department for Education  
SEND Division, Strategy, Social Mobility and Disadvantage Directorate  
2 St Pauls Place, 125 Norfolk Street,  
SHEFFIELD, S1 2FJ  
Web: [www.gov.uk/government/organisations/department-for-education](http://www.gov.uk/government/organisations/department-for-education)

This Grant Funding Agreement is made between:

(1) **The Secretary of State for Education** and

(2) **The Family Fund Trust** of Unit 4, Alpha Court, Monks Cross Drive, Huntingdon, York YO32 9WN Charity Commission registration number 1053866 and Companies House Registration number 3166627.

This Agreement comprises the Grant Offer Letter, project specific conditions, where relevant, any annexes to this letter and general Grant Terms and Conditions<sup>1</sup>.

This letter must be read in conjunction with general conditions of grant and these relevant annexes:

- Annex A - Acceptance of Grant Offer and effective date
- Annex B - Bank account details
- Annex C - Claiming Grant in Advance
- Annex D - Details of Grant Allocations
- Annex E - List of Objectives for which the grant is being paid
- Annex F - Annual Certification of Expenditure (external auditor or accountant's report arrangements)
- Annex G - Grant Payment schedule
- Annex H - Sample Exit Plan
- Annex I - Sample Progress Report Template
- Annex J - Generic Standard GDPR Clauses

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<sup>1</sup> <https://www.gov.uk/government/publications/grant-funding-agreement-terms-and-conditions>

**Annex A - Acceptance of Grant Offer and effective date - Family Fund Trust (DFE ref: GR1000156)**

This Grant Funding Agreement is effective from the date of signing.

<b>Signed by person authorised to sign on behalf of the Secretary of State</b>	
Date	
Signature	
Name (please print)	
Position in DfE	Deputy Director, SEND Division

As representative of the Family Fund Trust I have read both the Grant Offer Letter and associated annexes, and the Department for Education Grant Funding Agreement Terms and Conditions as contained on its website. I agree to comply with the notified conditions of the grant on which the offer is made.

<b>Signed by a person authorised to sign on behalf of Family Fund Trust</b>	
Date	
Signature	
Name (please print)	
Position in organisation	Chief Executive

Principal contacts	Department	Family Fund Trust
Contact name/Postal address		 Family Fund Trust, Unit 4 Alpha Court, Monks Cross Drive, York YO32 9WN
Position		Chief Executive
Telephone no.		
Email address		

User Note: Grant Recipient to sign and date one copy of this *letter of offer* and retain it for their records. Grant Recipient to Sign and date another copy of this letter and return to the grant manager by email to   
 The Grant Manager or whoever has the relevant authority should sign and date Annex B. A copy of the signed Grant Offer letter should be returned to the Grant Recipient.

## **Annex B – Bank account details - Family Fund Trust (DFE ref: GR1000156)**

Information required by the Department to make payment of grant for the activities stated in the offer letter.

Starting 1 January 2018, the process for adding or amending existing Supplier or Provider's bank details or other information to the DfE ERP system has changed. The new procedure and associated new forms: <https://www.gov.uk/government/publications/dfe-suppliers-bank-details-forms>

**Annex C - Claiming Grant in Advance** – Family Fund Trust (DFE ref: GR1000156)

This claim form should be completed by an authorised senior officer of the Family Fund Trust and returned to the grant manager [REDACTED] no later than the 5th day of the month for which grant is being claimed and should be supported by invoices or receipts for the last month and a breakdown of expected expenditure for the month claimed.

	Claim for [insert month]
a. Forecast expenditure for last month (as on previous grant form).	£
b. Actual expenditure in last month (see attached breakdown and attached invoices).	£
c. Unspent DfE grant at end of last month.	£ [a – b]
d. Forecast expenditure for this month (see attached breakdown)	£
e. Amount of DfE grant claimed for current month	£ [d – c]
<b>TOTAL CLAIMED to Date</b>	£

I certify that:

the above claim is made in accordance with the Grant Offer Letter and Terms and Conditions of the Grant Funding Agreement for the Family Fund Trust to deliver assistance and grants to families on low income with seriously ill and/or disabled children:

- the grant received and spent has been used wholly for the purposes for which it was given;
- the information I have provided in this form is complete and correct, and
- the amount of grant claimed on this form represents expenditure incurred or to be incurred for the purposes for which grant is given.

Signed by a senior officer authorised to sign on behalf of Family Fund Trust	
Date	
Signature	
Name (please print)	
Position in organisation	

**Annex D - Details of Grant Resource Budget Allocation - Family Fund Trust (DFE ref: GR1000156)**

Table 1 - Overview of Estimated Budget

Item	Forecast
	<b>FY 2021/22</b>
<b>Grant</b>	<b>£27,323,000</b>
Interest/discounts receivable (non DfE funding)	
<b>TOTAL Income A</b>	
<b>B - Expenditure - Direct Costs</b>	
Grants to families	
Assessments	
<b>Subtotal B</b>	
<b>C - Expenditure - Administration</b>	
Cost of delivering the programme	
<b>Subtotal C</b>	
<b>TOTAL Costs (B+C)</b>	
<b>Reserve Funds</b>	

**Annex E – List of objectives for which the grant is being paid** to deliver grants to families on low incomes with seriously ill and disabled children – Family Fund Trust (DFE ref: GR1000156)

## 1 Background

Any income that is generated from grant funded activities can be retained by the organisation on the understanding that it is used for the aims and purposes of this grant.

## 2 Aim

The Family Fund Trust shall use all reasonable endeavours to achieve the following aims:

- to support families of seriously ill or disabled children on low incomes in England, through the provision of grants and other assistance, to help ease the additional pressures they face, enabling them to lead as normal a life as possible, by having the same choices and opportunities as other families; and
- to maximise the opportunities arising from the 2019 Review of the delivery of grants to families on low incomes with seriously ill or disabled children.

## 3 Objectives

Family Fund Trust shall use all reasonable endeavours to achieve the following objectives:

- to work with the DfE on recommendations from the 2019 review and from the Strategic Supplier Relationship Programme (SSRM) to ensure best practice and value for money, including providing quarterly reports to the DfE on the progress of the recommendations, in preparation for a final report at the end of the financial year;
- to maintain a balance between emergency grants; advice and grants to families for the first time; and subsequent grants to families;
- to continue to provide a helpline service, providing information and advice to low income and disadvantaged families; and
- to provide the DfE with clear and concise communication and information on spend, meeting deadline requests and attending all meetings as necessary.

## 4 Key performance indicators

- To ensure a minimum number of 63,000 families are supported in 2021-22 and that those families that contact the Family Fund Trust that



may not be eligible for grant funding will be helped with advice and signposting to other services and organisations.

- To set out how the Family Fund Trust will take forward their planned work with those defined as 'under-represented' for the period 2021-22 and to reflect the progress in quarterly meetings.
- To achieve a minimum target of 70,000 for the number of applications received in 2021-22.
- To produce a plan for how the Family Fund Trust will review current procedures and modernise operations to ensure increased efficiency, continuously seeking value for money. To be monitored and discussed at quarterly meetings.
- To continue to provide DfE with a monthly breakdown of requests received and met by families and provide an annual summary, with specific reference to how the needs of families are being met through family breaks.
- To ensure that income generated from grant funded activities, retained by the organisation, is used only for the aims and purposes of the grant.
- To work with DfE to jointly implement the SSRM programme and ensure progress against the recommendations is monitored through operational grant management.

## 5 Complying with new Government policies

The grant funding is provided on the strict understanding that none of this funding is to be used for advertising, marketing, communications or consultancy; or for any costs associated with the maintenance, technical development or updating of existing websites; or for the development/creation of new websites, unless where specified by the grant conditions at 5.3, for achievement of the grant KPIs and objectives.

The DfE recognises that the Family Fund Trust uses a range of communication channels such as paper, websites and social media to contact and inform families with disabled and seriously ill children and hard-to-reach families. The Family Fund Trust should not procure paid for advertising to promote government policy. DfE acknowledges and agrees that Family Fund Trust shall use some grant expenditure to reach hard-to-reach groups; to attend community events which require a contribution for a place/room; or to provide information stands at events targeted at families raising disabled or seriously ill children, or professionals who work directly with this target audience e.g. specialist exhibitors.

██████ is earmarked for outreach work including leaflets for families, materials to explain the impact of the grant funding and adverts in publications for traveller families and other hard-to-reach groups. The planned outreach includes attending other charity events, hosting or attending local events for

parents or small carer sessions for hard-to-reach families.

## Annex F– Annual Certification of Expenditure

\* [The letter is to be reproduced on headed paper of the accountant]

Annual Certification of the Family Fund Trust Expenditure for Financial Year 2021-2022

- (i) Family Fund Trust – DFE ref: GR1000156
- (ii) [Department for Education]

Dear Sirs,

Re: Family Fund Trust – DFE ref: GR1000156

This certificate is provided to the Family Fund Trust to enable it to comply with the Department for Education (DfE)'s terms and conditions of the Grant Funding Agreement (GFA) and the Grant Offer Letter requirements. We have obtained reasonable assurance that the expenditure, for which grant of £27.323 million for the year ending March 2022 was paid. From this grant the Family Fund Trust incurred £27.323 million and this was applied for the purposes intended by the DfE and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of Family Fund Trust's income and expenditure.

In our opinion, having carried out our work in all material respects, the expenditure for the year ended 2021-2022 and the grant conditions have been met and the grant funding has been spent for the intended purposes. This report is made solely to the Family Fund Trust to be produced to the DfE. Our work has been undertaken so that we might state to the Family Fund Trust those matters we are required to state in a report and for no other purpose.

Yours faithfully,

Signed by an independent external officer authorised to sign	
Date	
Signature	
Name of external auditor/accountant or equivalent (please print)	
Position in organisation	

Signed by a senior officer authorised to sign on behalf of [insert name of the body]	
Date	
Signature	
Name (please print)	

Position in organisation	
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**Annex G – Proposed Grant payment schedule** - Family Fund Trust, to deliver grants to families on low incomes with seriously ill and disabled children (DfE ref: GR1000156)

The Department will pay this Grant to Family Fund Trust in accordance with the following payment schedule, subject to Family Fund Trust meeting the requirements of this Grant Funding Agreement.

Grant Project Name	Family Fund Trust
Grant Reference Number	GR1000156

Period	Payment date	Outputs	Payment Amount
Month 1: 01/04 - 30/04/21	31/03/21	Families helped 7,560	
Month 2: 01/05 - 31/05/21	30/04/21	Families helped 6,300	
Month 3: 01/06 - 30/06/21	28/05/21	Families helped 6,930	
Month 4: 01/07 - 31/07/21	30/06/21	Families helped 6,930	
Month 5: 01/08 - 31/08/21	30/07/21	Families helped 5,040	
Month 6: 01/09 - 30/09/21	31/08/21	Families helped 5,670	
Month 7: 01/10 - 31/10/21	30/9/21	Families helped 5,670	
Month 8: 01/11 - 30/11/21	29/10/21	Families helped 6,300	
Month 9: 01/12 - 31/12/21	30/11/21	Families helped 3,150	
Month 10: 01/01 - 31/01/22	31/12/21	Families helped 5,670	
Month 11: 01/02 - 28/02/22	28/01/22	Families helped 2,520	
Month 12: 01/03 - 31/03/22	28/02/22	Families helped 1,260	
Total		Total Families helped 63,000	<b>£27,323,000</b>

## **Annex H - Exit plan - Family Fund Trust (DfE ref: GR1000156)**

### Introduction

1. Although the Department does not seek to exercise detailed control of the activities of the Family Fund Trust, it must ensure that public money is protected and value for money achieved. To meet this requirement, this Annex describes the duties and responsibilities of the Family Fund Trust and the Department, leading up to and covering the expiry or termination of this grant for whatever reason and the transfer of the grant funded activities.
2. This Annex defines the exit plan and how it shall be revised to ensure that it remains workable at any time. The Department and the Family Fund Trust acknowledge the importance of keeping the exit plan up to date during the term of the Grant and of reflecting the impact of all relevant changes to the grant funded activities or outputs required. You shall not make any additional charge for any work undertaken in making changes to the exit plan. Where there are principles to be adopted in implementing this plan, the parties to this Grant Funding Agreement shall endeavour to agree the relevant details within such principles.
3. The Department shall be entitled to disclose the contents of the exit plan to any future bidder for the Grant (or its equivalent).

### Objectives

4. The objective of the exit plan is to ensure if needed:
  - an orderly and smooth transition of the grant funded activities from the Family Fund Trust to a successor body or the Department at the expiry or termination of this Grant;
  - the continuation of grant funded activities;
  - that there is no undue favour to the Family Fund Trust in any future competition for the Grant (in whole or in part); and
  - that the responsibilities of both parties to the Grant Funding Agreement are clearly defined in the event of expiry or termination.

### General

5. Where the Department intends to continue the operation of the grant funded activities in broadly the same way after expiry or termination, either by performing them itself or by means of a successor, you shall endeavour to ensure the smooth and orderly transition of the grant funded activities and shall co-operate with the Department or the successor, as the case may be, in order to achieve such transition.

6. When such endeavours and co-operation are outside the scope of the Grant, you shall provide quotations for reasonable charges associated with providing such assistance and the Department shall pay such reasonable charges.
7. You shall comply with any reasonable request of the Department for information relating to the performance of the grant funded activities, including the use of other parties. You will be allowed a reasonable period of time in which to respond to the Department.

#### Exit Planning

8. You shall, in conjunction with the Department, maintain, and as necessary update, the Exit Plan throughout the period of the Grant so that it can be implemented immediately, if required. From time-to-time either the Department or you can instigate a review of the Exit Plan.
9. You shall co-operate with all reasonable requests made by either the Department or a successor body relating to exit transition arrangements for the grant funded activities.

#### Assistance

10. You shall be responsible for delivering the grant funded activities and achieving the objectives at Annex E until the date of expiry or termination or transfer of the Grant (as appropriate).
11. You shall use all reasonable endeavours to ensure that a transition of responsibility for the delivery of the grant funded activities to the successor body or the Department, as the case may be, minimises any detrimental effect on the delivery of the activities and the Department shall use all reasonable endeavours to co-operate in such transfer.

#### Assets Register

12. You shall maintain throughout the exit period of this Grant an asset register in accordance with the Terms and Conditions of the Grant Funding Agreement.
13. You shall not change the status of any asset without the prior written consent of the Department where such a change would either be viewed as a major change or would require repayment in accordance with the Terms and Conditions of the Grant Funding Agreement.

#### Transfer of the Department's Data

14. In addition to complying with the provisions of the main agreement, you shall, upon reasonable written request by the Department or in any event, within one month of notice of termination, deliver the Department's data, including the following:

- a) an inventory of the Department's data and any other data available for transfer;
- b) a data structure definition (where relevant) covering all available Departmental data; and
- c) a proposed method for testing the integrity and completeness of the Department's data transferred.

#### Documentation and Access

15. You shall provide the Department on request with information and documentation reasonably necessary to assist with the transfer of the grant funded activities to the Department or to a successor body, including any documentation required to support any bidding process for the provision of the activities. This includes full details of:
- a) the work programme, objectives/targets, and other services delivered by you under this funding agreement;
  - b) any software, including third party software and any hardware used in connection with the delivery of the activities;
  - c) software and supply agreements used to deliver any services associated with delivery of the activities, including the agreements relating to any third-party software identified by name of supplier, term of Grant, and charges payable under the Grant; and
  - d) any employees used by you to help deliver the grant funded activities who are essential to this delivery; this information shall be provided under conditions of confidentiality reasonably acceptable to you.
16. The Department may make the documentation available to suppliers who wish to bid for the provision of the activities. You shall respond expediently and in full to any reasonable questions by the Department or the suppliers and shall co-operate with any reasonable due diligence activities carried out by suppliers.

#### Transfer Support Activities

17. You shall co-operate with all reasonable requests made by either the Department or a successor relating to the grant funded activities transition arrangements. The Department and you shall discuss the implementation plan for the transition of the activities to either the Department or a Successor body.



**Annex I – Sample Progress Report Template** - Family Fund Trust (DfE ref: GR1000156)

SECTION 1: GRANTEE INFORMATION

Grant reference number	DfE ref <b>GR1000156</b>	
Total Grant Funding	£27.323 million per year.	
Project title		
Grantee organisation	Family Fund Trust	
Person submitting this report		
Contact number		
Are you the primary contact?	Yes <input type="checkbox"/> or No <input type="checkbox"/>	
If No, what is your role in the project?		
Report type	Progress <input type="checkbox"/> or Final <input type="checkbox"/>	
Actual period covered in this report	From	to

SECTION 2: SUMMARY

Provide a summary of progress to date, approximately 200–500 words (cover the life of the project if this is your final report)

SECTION 3: ACTIVITIES AND OUTPUTS

Provide a summary report of progress and achievement to date, against the specific key performance indicators and objectives agreed to in the grant funding agreement.
Key Activity completed in this period:
Evidence:

Progress on objectives/delivery plans:
Please provide details of any slippage in delivery plans and reasons for this if applicable:
Is there anything else you would like to raise in this report?
Issues/challenges: What (if any) problems have you encountered and how have you dealt with, or how do you intend to deal with them?
Please provide any other information which you think might be helpful:

#### SECTION 4: DECLARATION

I, \_\_\_\_\_ [name], \_\_\_\_\_ [position] declare that the information provided in this progress report is true and correct to the best of my knowledge. I understand that any omission or false statement may result in the grant being terminated and previous payments recovered, or future grant applications refused.

Signed	
Date	

## **Annex J – Generic Standard GDPR Clauses**

### **Schedule 1 - Processing, Personal Data and Data Subjects**

**Pending final wording from DfE Data Protection Team, agreement and form amendment on Controller role due 30/04/2021**