

Lambeth Endowed Charities' (LEC)

general requirements of all grantee organisations (July 2009)

- All the terms of the grant agreement will be agreed and signed by an authorised representative (usually the Director or the Chair) of the grantee organisation before the first payment is released.
- The payment of any further instalments (year 2, year 3 etc.) will be dependent upon the performance of the grantee and the information obtained through monitoring reports and visits. Please note that LEC monitoring and evaluation procedures may change from time to time and all grantees will be expected to conform to these changes. We will endeavour to give as much advance notice of any changes as possible.
- For multi-year grants, all future instalments are conditional upon the availability of LEC funds.
- You must complete the *Grant Report Form* (you can download this from the downloads page of our website) at the end of each year of your funded project. You must also complete this form when your LEC grant has finished. You should familiarise yourself with the Grant Report Form before starting your project so that you know what is expected from the outset.
- We expect all our grantees to endeavour to make referrals to LEC's grant programme for individuals and to maintain awareness – via our website - of the current guidelines and criteria. Grantee organisations should also be aware that LEC has a dedicated advice worker at Centre 70 advice centre based in West Norwood who can offer support with filling in our grant application forms for individuals as well as advise your service users/clients on matters related to budgeting and debt. Whenever your organisation would like to make use of this service, please contact us.
- LEC makes grants to organisations as a means of delivering on our objectives for individuals. We ask that grantee organisations track the following for each beneficiary of our grant –

- Lambeth home postcode
 - how it was verified that the individual came from a low income household
 - baseline assessment
 - targets
 - progress as compared to baseline
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- We may request permission to contact service users/clients as part of our monitoring and evaluation and may ask to see their records. All beneficiaries of programmes we support should be made aware of this as soon as they engage with the project. Operating within the requirements of data protection legislation at all times, the grantee organisation will be expected to supply LEC with the relevant contact details of clients/service users if asked.

 - LEC is a major benefactor of the Lambeth Savings & Credit Union (LSCU), believing that it offers an opportunity for financial inclusion for those Lambeth residents who have been financially excluded. Grantee organisations are expected to familiarise themselves with LSCU (www.lscu.org.uk) – and the opportunities it provides for savings and low cost loans - and signpost clients/service users as appropriate.

 - Grant recipients should acknowledge the LEC's support in any publication, poster or presentation (printed or electronic) and, if possible, in any related newspaper article or broadcast media. Acknowledgements should use our name - The Lambeth Endowed Charities - and where appropriate our logo (this can be supplied in various electronic formats). If grant recipients wish to issue press statements that mention us, we should be given a draft copy for comment in advance.