

Guidance

Understanding your Grant Agreement



The Grant Agreement specifies the conditions of the grant and the relationship between the YEF and the grantee. It's important that you read through the agreement carefully.

The Grant Agreement is between YEF and your entire organisation. A member of your governing body should also read and understand the agreement.

This guidance highlights key areas for consideration in your Grant Agreement.

1 Schedule 2

Schedule 2 sets out exactly what you have agreed to deliver. It details the activity we are funding and the agreed timescales for delivery. YEF projects need to be delivered within the agreed timeframes and it's important to note that we will review your progress against the information Schedule 2.

Previous grantees have told us that having a dedicated, experienced Project Manager really helped them stay on track with delivery and reporting.

2 Payment schedule and milestones

It's important that you understand how often you will receive your grant and what we need to see in order to pay you.

The grant awarded is linked to your detailed project budget, set out in Schedule 3. Funding is scheduled against the activity outlined in your project plan and gantt chart. The frequency of payments is set out in Schedule 1.

Payments are made in advance, subject to the following conditions:

- ♦ Achievement of the agreed milestones (set out in Schedule 2 and evidenced in quarterly monitoring)
- ♦ Evidence that 80% of the grant received so far has been spent on the project

3 Financial record keeping

YEF funding is restricted and should only be used to deliver the agreed project. Any underspend will have to be returned to YEF at the end of the funding period.

By signing the agreement, you commit to maintaining complete, proper and up-to-date financial records detailing how the grant is spent. Please ensure that your finance officer is aware of this.

If your organisation or partnership is contributing funds to the project, the value is detailed in Schedule 1. Please note, you must inform us promptly if the total additional funds for the project are expected to go up or down by more than 10% or £25K (whichever is bigger).

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4 Cooperation with the evaluator

We know that a good working relationship between grantees and evaluators is critical to success. Clause 5 of the Grant Agreement explains, in detail, how you're expected to work in partnership with the evaluator. Working in a positive, constructive way with the evaluator is a condition of your grant. [Click here](#) to read the grantee-evaluator relationship policy.

Please note:

If you want to make any changes to the way the project or evaluation is delivered you must discuss this with us. Neither you nor the evaluator may make changes to a project proposal or evaluation design without prior written approval from YEF.

5 Important policies

Please make sure that you read and understand the following policies before signing the Grant Agreement.

- ♦ YEF grantee-evaluator relationship policy
- ♦ YEF publication policy
- ♦ YEF Safeguarding policy
- ♦ YEF Serious Incident reporting policy
- ♦ YEF Data protection information and guidance for projects and evaluators

The policies are available on the [Resources for Grantees](#) page.