

# Service Level Agreement & Payment Schedule



<b>Funder:</b>	<b>Big Warsop Partnership</b>
<b>Organisation receiving Funding:</b>	Oaklands Centre
<b>Project Name:</b>	Reflection & Memory Garden (94/4.2.3(1) – Older People)
<b>Project Start Date:</b>	October 2018
<b>Project End Date</b>	November 2018
<b>Payment Schedule Details:</b>	October 2018 £7,000
<b>Project Location:</b>	Oaklands Centre, Warsop
<b>Reporting to:</b>	The Oaklands Committee & BIG Warsop Partnership
<b>BIG Warsop Priority:</b>	<ul style="list-style-type: none"> <li>• Having things to do (Older People)</li> </ul>
<b>Project overview</b> <i>Full details in agreed application</i>	Funding provided towards the costs of the works for the new Reflection & memory garden at the Oaklands Centre in Warsop.
<b>Project Anticipated Outcomes:</b>	<ul style="list-style-type: none"> <li>• A new garden for use by the residents of the Oaklands Centre and the wider community</li> <li>• Provide a calm space for those who need to reflect and to come to terms with their grief or situation in a way that meets their needs.</li> </ul>
<b>Terms &amp; Conditions of Funding (Publicity/Monitoring &amp; Reporting)</b>	<ul style="list-style-type: none"> <li>• Big Warsop Funding that is granted is restricted and only to be used for the activity outlined in the agreed project proposal. Evidence of expenditure should be provided in the final report.</li> <li>• The BIG Warsop partnership is to be acknowledged and their logo is to be used on any associated publicity and/or press release.</li> <li>• The organisation in receipt of funding will provide monitoring and a full report to the partnership Board at the end of the project.</li> <li>• The organisation in receipt of funding will liaise with the BIG Warsop co-ordinator and communications team to ensure that stories are shared via the website, newsletters and on social media.</li> <li>• BIG Warsop Partnership reserve the option to carry out 1 monitoring visit during the project.</li> <li>• The organisation will work with Vibrant Warsop over the duration of the funding in order to improve capacity and maximise the funding opportunity.</li> </ul>
<b>Termination</b>	<ul style="list-style-type: none"> <li>• Termination of the agreement can be triggered by either party. (If it is agreed that the project is deemed unsuccessful and is unlikely to meet its targets/objectives)</li> <li>• On termination of the agreement the organisation in receipt of funding shall pay back any remaining funds to the BIG Warsop partnership.</li> </ul>
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• The organisation in receipt of funding are fully responsible for insurance, data protection, safeguarding, quality assurance and</li> </ul>

	any complaints relating to this project. They will keep the BIG Warsop partnership informed of any serious issues relating to the above should they arise, and confirm how they have been dealt with.
<b>Signed (On behalf of BIG Warsop)</b>	
<b>Date:</b>	
<b>Signed (On behalf of Organisation receiving funding)</b>	
<b>Date:</b>	
<b>Signed (On behalf of LTO – MCVS)</b>	
<b>Date:</b>	