

Service Level Agreement & Payment Schedule

Funder:	Big Warsop Partnership
Organisation receiving Funding:	Warsop Infotech
Project Name:	Supporting InfoTech to Resilience
Project Start Date:	April 2019
Project End Date	31 st March 2020
Payment Schedule Details:	<p>April 2019 £5997 October 2019 £5000</p> <p>3 month update required. Subsequent payments will be reliant upon an approved report from the previous period.</p>
Project Location:	Warsop Town Hall
Reporting to:	BIG Warsop Partnership
BIG Warsop Priority:	<ul style="list-style-type: none"> Empowering People – Training, Education & Skills
Project overview <i>Full details in agreed application</i>	<ul style="list-style-type: none"> To enable Infotech to continue operations, meet current and growing needs and enable Infotech's board to develop a resilient plan for the future. Recruit a part time training coordinator to support learners Seek funding to pay for the room hire for one year Upgrade pc's to latest operating system – Windows 10 pro
Project Anticipated Outcomes:	<ul style="list-style-type: none"> Enabling an organisation at risk to continue and provide training which is a key local asset Offer a wide range of training which includes IT skills, life skills, arts and craft, heritage, local history and languages Allowing access to the internet that so many people and organisations require to access services
Terms & Conditions of Funding (Publicity/Monitoring & Reporting)	<ul style="list-style-type: none"> Big Warsop Funding that is granted is restricted and only to be used for the activity outlined in the agreed project proposal. The BIG Warsop partnership is to be acknowledged and their logo is to be used on any associated publicity and/or press release. The organisation in receipt of funding will provide monitoring on a quarterly basis and also a full report to the partnership Board at the end of the project. 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. BIG Warsop Partnership reserve the option to carry out 1 monitoring visit during the project
Termination	<ul style="list-style-type: none"> Termination of the agreement can be triggered by either party. (If it is agreed that the project is deemed unsuccessful and is

	<p>unlikely to meet its targets/objectives)</p> <ul style="list-style-type: none">On termination of the agreement the organisation in receipt of funding shall pay back any remaining funds to the BIG Warsop partnership.
Responsibilities	<ul style="list-style-type: none">The organisation in receipt of funding are fully responsible for insurance, data protection, safeguarding, quality assurance and 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.
Signed (On behalf of BIG Warsop)	
Date:	
Signed (On behalf of Organisation receiving funding)	
Date:	
Signed (On behalf of LTO – MCVS)	
Date:	