

Enter Name

Enter Lead Organisation Name

Enter Lead Organisation Address

Date

Dear Enter Name

Improvement Fund – Award Letter

We are pleased to inform you that your application has been successful in achieving grant funding.

The project name is "**Insert Project Title**". The total grant award for the period of **Enter Start Date** to **Enter End Date** is **£Enter Funding Amount**. The grant will be awarded to undertake the activities outlined in the Improvement Fund Application Form submitted to the Improvement Fund on the 24 February 2017 (**Schedule 1**).

This Agreement is between the Improvement Fund, Healthcare Improvement Scotland and the Lead Organisation Enter Lead Organisation.

Upon receipt of a fully signed copy of this Award Letter phased payment will begin as stated in the below **Payment Schedule**:

Date	Amount	Conditions and triggers for payment
		Contingent on satisfactory project reporting and finance reporting
		Contingent on satisfactory project reporting and finance reporting
		Contingent on satisfactory project reporting and finance reporting
		Contingent on satisfactory project reporting and finance reporting
		Contingent on satisfactory project reporting and finance reporting
Total		

Conditions of the Grant

Please retain a copy of the Conditions of Grant for future reference.

The Grant is to be made upon the following conditions of the Grant:

Relationship management:

We will require an overall point of contact for this funded project, this will be our first point of contact if we need any information regarding the project and reporting. If this is not yourself please provide us with the relevant contact information (Name, Job Title, Role in this Project, Contact Phone Number and Email).

The point of contact within Healthcare Improvement Scotland is Catherine Banks, Improvement Fund Manager, hcis.improvementfund@nhs.net .

Changes to the points of contact should be made in writing.

Provision of Award for specified purpose:

Grant monies awarded by the Improvement Fund are to be used only for the purposes described in the Improvement Fund Application Form (**Schedule 1**) and aligned to the Improvement Fund Guidance Document (**Schedule 2**). The project must begin within three months of the Award Letter date or the award may be withdrawn.

The Lead Organisation is responsible for the conduct of the approved project and the completion of all required reports. In advance of making any changes to the project written approval by the Improvement Fund is required. Failure to obtain prior approval may result in the suspension or termination of the Grant.

Payment and use of Grant funds:

Written approval by the Improvement Fund is required prior to any changes to the Grant budget submitted as part of the Improvement Fund Application Form (**Schedule 1**). Failure to obtain prior authorisation may result in suspension or termination of the Grant.

Grant monies are to be used only during the period indicated in the Award Letter. Any deviation from this schedule must have prior written approval from the Improvement Fund. A request for an extension is not guaranteed but may be considered and will require prior written approval by the Improvement Fund before the scheduled end date. All unexpended monies must be returned to the Improvement Fund within 90 days following conclusion of the Grant.

The Lead Organisation is responsible for keeping and maintaining reasonable, full and accurate financial records demonstrating application of Award funds, including all relevant evidentiary documentation such as receipts and invoices. The Lead Organisation shall make these records

available and permit the Improvement Fund to take copies of the records following a reasonable request.

Payment of Grant monies is phased in line with the Payment Schedule in this Award Letter. Use of Grant monies for eligible expenditure is subject to compliance with the conditions and triggers for payment and satisfactory project performance. The Improvement Fund reserves the right to terminate any project that, in the Improvement Fund's sole discretion, is not satisfactorily pursuing and fulfilling the project goals and objectives as stated in the Improvement Fund Application Form (**Schedule 1**). The Improvement Fund shall reimburse for un-cancellable obligations properly incurred prior to termination notice.

Payments will be made to the Lead Organisation approximately five working days after the date on the Payment Schedule provided the conditions for payment have been met.

Reporting:

An electronic Progress Report and Financial Report form will be sent to the Lead Organisation. The Progress Report and Financial Report must be completed by the Lead Organisation and returned to the Improvement Fund 15 working days before the next due phased payment, or as agreed with the Improvement Fund in writing. Failure to provide satisfactory Progress and Financial Reports by the deadline will give the Improvement Fund the right, but not the obligation, to suspend or terminate the Grant upon the issuance of written notice from the Improvement Fund to the Lead Organisation, in which case no further spending will be allowed unless the Grant is reinstated by the written authorisation of the Improvement Fund.

A Final Report and Financial Report must be completed and returned within 40 working days following conclusion of the project by the Lead Organisation, or as agreed with the Improvement Fund in writing. The Final Report template will be agreed with the Lead Organisation but should include the approach, context, results, impact and learning from the project, identifying factors which enabled success and those which were a barrier to success.

The Improvement Fund may require external evaluation of any aspect of the project and the project outputs and the Lead Organisation shall comply with all reasonable requirements of the Improvement Fund and any external evaluator appointed by the Improvement Fund in respect of any such evaluation.

The Lead Organisation shall allow the Improvement Fund colleagues and other notified authorised officers to observe, monitor and inspect delivery of the project at any reasonable time and reasonable prior notice.

Communication and publications:

The Improvement Fund may, in its discretion, publish and publicise the fact, nature and amount of the Award made to the Lead Organisation.

The Lead Organisation is expected to communicate about their Project with key audiences during the lifetime of the project. This might include communicating about the project, any key developments along the way, and communicating about the project's final results. The Lead Organisation will let the Improvement Fund know about any key developments which they are planning to communicate about, or would like to share more widely through Healthcare Improvement Scotland's communication channels.

Any publications or other dissemination arising from work supported by the Improvement Fund should acknowledge assistance received from the Improvement Fund and copies or notification should be submitted to the Improvement Fund for approval agreeing a reasonable timeframe for responses.

The Improvement Fund may want to communicate about funded projects. For example, Healthcare Improvement Scotland may want to undertake some media work to promote the findings of the project. While the Lead Organisation will have sign off on the factual detail, Healthcare Improvement Scotland retains the right to determine the style and structure in accordance with their communication aims. The Improvement Fund will work with the Lead Organisation letting them know about plans for communications, such as press release, and will share any communication materials about the Project for comment, agreeing a reasonable timeframe for response. If the Lead Organisation does not meet the deadlines agreed with the Funder, the Funder has the right to proceed with the communications activity.

Intellectual property rights shall remain with the relevant contracting organisation (normally the Lead Organisation). However, Healthcare Improvement Scotland shall retain the right to freely promote and disseminate funded project outcomes and any evaluation to interested health and social care organisations within Scotland.

Any materials (including processes, procedures and practices) produced as a result of Improvement Fund investment shall be made freely available to health and social care organisations, if intended to be implemented in Scotland. Any materials shall be provided as "white label" (unbranded) although an appropriate acknowledgement of the intellectual property rights holder may be included. There shall be no charge to recipient organisations other than that needed for full cost recovery of additional production, adaptation and delivery.

Schedule 1 – Improvement Fund Application

Improvement Fund Application Form (including Budget Template and Project Plan) submitted to the Improvement Fund mailbox on the Enter Date Received. These Documents were attached separately to the email sent with this Award letter.

Schedule 2 – Improvement Fund Guide

This document was attached separately to the email sent with this Award Letter.

Agreement of the Award and Conditions of the Grant by the parties

Signed for and on behalf of the **Funder** by its authorised signatories:

Signature (1):

Name:

Position:

Date:

Signature (2):

Name:

Position:

Date:

Signed for and on behalf of the **Lead Organisation** by its authorised signatories:

Signature:

Name:

Position:

Date: