



# The HMCK Charity

“Promoting aspirational partnerships in education”

## Schedule of Undertakings and Commitments from fund recipients

The Fund recipient means the lead school/institution or entity that is awarded the funding support from the Charity on behalf of any mentioned educational partnership. In accepting any offer of funding, the successful bidder (partnership) accepts the following obligations.

### 1) Design of a cross-sector partnership

The Successful bidder shall:

- a. Work with the specified partners and the Charity to establish an acceptable workable model for collaboration between schools.
- b. Provide reports and respond to requests for information from the Charity mentor/relationship manager. The reports will include any information required by the Charity to enable it to meet its obligations as a registered charity
- c. Ensure that all activities are delivered in accordance with the approved application and acceptance documents, or as agreed with the Charity mentor.
- d. Commit to formalizing the partnership, such as through a memorandum of understanding (MOU) signed off by all partners, or any other method agreed with the Charity
- e. Establish governance arrangements to ensure that the work is taken forward with appropriate oversight and direction from all partners in accordance with approved application and acceptance documents.
- f. Provide named individuals from each partner school/ institution responsible for taking work forward.
- g. Enter and sign off a written agreement or offer setting out the terms and conditions upon which any grant will be made

### 2) Provision of financial information

The fund recipients shall:

- a. Provide evidence of expenditure (which may include, but not be limited to, invoices or receipts) to show that funding has been used in line with the purchase and spending plan and grant agreement.
- b. Comply with checks where required in accordance with the grant offer letter Terms and Conditions.

### 3) Provision of impact evaluation information

Deliverables and progress reporting

The Fund recipient shall:

- a. Provide performance information to the Charity so that it can monitor progress made by the fund recipients against each key deliverable agreed.
- b. work with the Charity as reasonably required to communicate positive outcomes, which the Charity may share as a case study and/or best practice example. This may involve the Charity and interested parties visiting participating schools or other project venues

### **USE OF GRANT**

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The terms and conditions list some of the items that grant payments **cannot** be used for. These include the following:

- Residential care services or facilities.
- To make capital purchases (e.g. relating to school buildings). This is not to be confused with specialist equipment, such as equipment needed for science experiments.
- To pay staff salaries for activities undertaken during normal school hours. However, staff salaries will be accepted for match funding, where it applies and forms part of the application.
- Any other cost rejected by the Charity on the basis that it does not contribute to the purpose or objectives of the programme.