

Ms Ann Hithersay  
The Eileen Trust  
PO Box 627  
London  
SW1H 0QG

Our Ref: BLO 21/1

Date: 14 June 1999

Dear Ann

**SECTION 64: EILEEN TRUST CORE GRANT 1999/2000 - 2001/2002**

1. We have now considered the request for a grant in your application to us dated 25 September 1998. I am writing on behalf of the Secretary of State to offer the Eileen Trust a grant up to a maximum of £24,000 for 1999/2000 and, provisionally and subject to the availability of funds approved by Parliament, up to a maximum of £25,000 in 2000/2001 and £26,000 in 2001/2002. Please accept our apologies for the delay in sending you this notification.
2. The grant is for the central administrative costs of Eileen Trust and will cover your objective to "relieve those qualifying persons who are in need of assistance or the needy dependants of qualifying persons who have died".
3. The monitoring, evaluation and review arrangements are:-
  - a. quarterly review meetings to be held between the Eileen Trust and the Health Services Directorate on dates to be agreed;
  - b. Eileen Trust publications (leaflets, newsletters etc) to be sent to me at the above address.
4. The **standard conditions** attached to grants are as follows:-
  - a. it is recoverable to the extent that it is not used for the purposes for which it is given, and the right is reserved to discontinue the grant before it is paid in full;
  - b. two copies of your accounts, audited, reported on by a reporting accountant or independently examined in accordance with current legal requirements, signed by at least two trustees (signatures not photocopies) and in which the grant must be identified, are to be provided as soon as possible, but not later than six months after the end of your financial year, and the Department may have to ask for further details about the expenditure of the grant. Two signatures are required as a measure of accountability for the use of public funds;

- c. if your organisation is not legally required to have its accounts audited, reported on by a reporting accountant or independently examined then you must provide two copies of a statement of your organisation's gross income and total expenditure, in which the grant must be identified, and signed by at least two trustees as above; arrange for an independent examination of your accounts and submit two copies, as above. The grant expenditure will be expected to cover any fee for the work;
- d. the two copies of these accounts should be sent direct to me at this address. One copy will be forwarded to our Grants Administration Unit;
- e. failure to submit these accounts within six months of the end of your financial year could well lead to suspension of any other grant still in payment at that time;
- f. all invoices, receipts, accounting records and any other relevant documents relating to the expenditure of the money should be kept, for a period of at least two years after the completion of the core grant. These must be made available at any reasonable time for inspection by officials of the Department or of the National Audit Office. Additionally, the Comptroller and Auditor General may carry out examinations into the economy, efficiency and effectiveness with which the grant has been used;
- g. the Department has no commitment to renew financial support after the term of the grant;
- h. no aspect of the activity being funded by the Department should be party political in intention, use or presentation;
- i. in carrying out the activity the Eileen Trust, and anyone acting on its behalf, must comply with the law for the time being in force in the United Kingdom. Your attention is drawn in particular to the need to avoid committing any act of discrimination rendered unlawful by the Sex Discrimination Act 1975, the Race Relations Act 1976 or the Disability Discrimination Act 1995;
- j. the grant may not be passed to a third party;
- k. the grant must be used in the Department's financial year (1 April to 31 March) for which it has been awarded. **Any unspent grant remaining at the end of the financial year must be notified to me as soon as it comes to light;**
- l. if the Eileen should close down, or merge with another organisation, the Secretary of State may require a refund of any grant which, at that time, had not been used for the purposes for which it was given;
- m. if at any time you wish to make changes to these conditions you should discuss them with me. If any of the conditions specified is not fulfilled without the

n. prior agreement of the Secretary of State, you may be asked to repay all or part of the money.

5. **Additional conditions** will apply to this grant, as follows:-

a. revised budget estimates will be required for the second and third years, and should be sent to me **no later than two months** before the end of the first and second years respectively. Payment of the grant will be withheld if satisfactory estimates are not received;

b. the level of grant aid is at a fixed cash level and will not be adjusted to meet pay and price changes;

6. Payment of the grant will be made direct to your bank by BACS (telegraphic transfer). Please complete the enclosed form FB BACS and return it to me at this address. If you have completed one of these forms within the last three years, another one is not necessary at the moment, but please inform me if there are any changes to your bank account details. Please note that payments will **not** be made payable to an individual.

7. Please confirm that you have read and understood this letter, and that you accept the above conditions on behalf of the Eileen Trust, by signing a copy of this letter and returning the copy, with **an original signature** (not a photocopy), to the above address. We will then arrange for our Grants Administration Unit to inform you about payment of the grant.

Yours sincerely

**GRO-C**

Charles Lister  
Heath Services Directorate

**Acceptance of grant award letters**

I confirm that I have read and understood the conditions of the grant specified in this letter, and that I accept the conditions on behalf of the Macfarlane Trust.

Date. 14/6/99

GRO-C

.....(signature)

ANN HITHERSON  
.....  
capitals)

.....(block

Chief Executive  
.....  
eg trustee, director)

.....(position