

The UK's global programme
to study and work abroad

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ANNEXES TO GRANT FUNDING AGREEMENTS RELATING TO THE PROVISION OF FUNDING IN RESPECT OF THE TURING SCHEME

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ANNEX 1 – PAYMENT REQUEST PROCESS

Definitions where they appear in this Annex:

Organisational Support	means Grant provided to cover the costs directly linked to the administration and implementation of a placement by an organisation.
Payment Request	means a payment request submitted via the Live Reporting Tool by the Grant Recipient, based on the Anticipated Points of Expenditure.
Project Activity	means a record of mobilities starting within the same month. An activity can include mobilities of different activity types, going to different countries and / or for different durations as long as the month they start is the same.
Project Plan	means a projection of anticipated mobility activity across the lifecycle of a Project, including points for requesting payments from the TSA and activity start and end dates.
Total Budget	means the overall amount of Grant provided to the Grant Recipient to deliver all mobility placements.

Payments of Grant and the Grant Recipient's live mobility data reporting will be managed via the Live Reporting Tool. The Grant Recipient must use this tool to manage their approved Project. Any changes will need to be approved via a formal change request process with the TSA and changes which are permissible via the Live Reporting Tool are clearly set out in Annex 11 (Change Control Process).

It is the Grant Recipient's responsibility to update the Live Reporting Tool monthly once mobilities have started. Access to the Live Reporting Tool will be provided by the TSA once the Grant Recipient has signed this Grant Funding Agreement and should be used as the management tool by the Grant Recipient to make any permissible changes from August 2021 onwards.

The Live Reporting Tool will have the functionality to:

- Provide unique project identification / reference.
- Report / track individual mobility participation per activity.
- Detail Anticipated Points of Expenditure and the dates required for the Payment Request over the project lifecycle.
- Auto calculation of the Organisational Support.
- Display of Total Budget awarded to the Grant Recipient and the amount of Grant which has been received by the Grant Recipient at any given time.
- Ability for the Grant Recipient to verify and keep mobility participant data up to date and live on a monthly basis and make adjustments to ensure accuracy of payments.
- Make permissible changes as set out in Annex 11 (Change Control Process).
- Submit Final Reports and relevant data.
- Provide narrative for any permissible changes.

The Project Plan, which is created through collation of the information entered by the Grant Recipient into the Grant Application, forms the starting point for the payments to be made to the Grant Recipient by the TSA.

The Project Plan summarises the mobility start dates, the Anticipated Points of Expenditure, and when requests will need to be submitted for payments to be made. Access to the Project Plan data will be incorporated into the Live Reporting Tool.

Grant Recipients will need to fulfil set requirements as set out below to trigger a payment.

Organisational Support	
Anticipated Point of Expenditure	<ul style="list-style-type: none"> ▶ One Organisational Support claim per Project¹ (80% paid at point of expenditure and 20% paid as part of Final Report reconciliation). ▶ Can be from August 2021. ▶ Up to six months before the start of the earliest planned activity.
Payment requirements	<ul style="list-style-type: none"> ▶ Approved bank account setup with TSA. ▶ Countersigned and dated Grant Funding Agreement with TSA.
Payment Request	<ul style="list-style-type: none"> ▶ None, this will be paid based on the Project Plan once the payment requirements have been met.
Payment amount	<ul style="list-style-type: none"> ▶ Initial Payment – TSA will pay 80% of eligible costs. ▶ Final payment – Remainder of Organisational Support cost will be paid or recovery will be made, based on eligible costs at Final Report and data provided in the Live Reporting Tool showing the number of mobilities. ▶ Unless the Grant Funding Agreement ends early, the final Organisational Support costs will be paid by the TSA after the 31st August 2022 as part of the final reconciliation following Final Report submission. However, the point of defrayment for all Organisational Support costs must be prior to the 31st August 2022.
Payment reconciliation	<ul style="list-style-type: none"> ▶ Participant numbers will be reviewed against the Live Reporting Tool by the TSA throughout the lifetime of the Project. ▶ If the Live Reporting Tool is updated with fewer total mobilities for the whole project, overpayment of Organisational Support will be offset against a subsequent payment or recovered. ▶ The Grant Recipient must submit a certificate of expenditure or statement of usage with their Final Report. The Final Payment will be withheld if this is not submitted within twenty eight (28) days of the end of the Project and alongside the Final Report or by the timeframe agreed by the TSA.

¹ Consortium applicants to receive one organisational claim per project on behalf of all organisations sending mobilities as determined by the project plan.

Activity Costs			
Budget Headings	Higher Education	Further Education and VET	Schools
	<ul style="list-style-type: none"> ▶ Cost of living ▶ Travel ▶ Additional educational needs support ▶ Exceptionally expensive travel ▶ Disadvantaged uplift 	<ul style="list-style-type: none"> ▶ Cost of living ▶ Travel ▶ Additional educational needs support ▶ Exceptionally expensive travel ▶ Exceptional costs ▶ Linguistic support 	<ul style="list-style-type: none"> ▶ Cost of living ▶ Travel ▶ Additional educational needs support ▶ Exceptionally expensive travel ▶ Exceptional costs
Anticipated Point of Expenditure	<ul style="list-style-type: none"> ▶ Per activity. ▶ Can be from August 2021. ▶ Up to three (3) months before the start of each activity. <p>The Grant Recipient is required to submit a Payment Request together with a Declaration via the Live Reporting Tool by the last working day of the month, prior to each Anticipated Point of Expenditure. If the Grant Recipient does not submit a Payment Request and a Declaration, payment will not be made. It is the Grant Recipient's responsibility to ensure that the Anticipated Point of Expenditure and associated data remains accurate, reflecting the true value needed to be paid.</p> <p>Annex 11 (Change Control Process) sets out the change control process for permissible changes. The Grant Recipient must adhere to these change control requirements. If there are changes to the Anticipated Point of Expenditure a narrative must be provided to support these changes. If no narrative is provided, then payment may be withheld.</p>		
Payment requirements	<ul style="list-style-type: none"> ▶ Approved bank account setup with the TSA. ▶ Countersigned and dated Grant Funding Agreement with the TSA. ▶ Live Reporting Tool updated with participant information (functionality available from August 2021). 		
Payment Request	<ul style="list-style-type: none"> ▶ Anticipated Points of Expenditure in August and September 2021: Payment Request does not need to be submitted, payment will be paid based on the Project Plan when the above payment requirements have been satisfactorily met. ▶ Anticipated Points of Expenditure from October 2021 onwards: Submission of Payment Request via the Live Reporting Tool (functionality available from August 2021). 		
Payment Request - Live Reporting Tool	<ul style="list-style-type: none"> ▶ The Grant Recipient must make a Payment Request via the Live Reporting Tool every time they are expecting a payment of Grant, in accordance with the Anticipated Point of Expenditure/Project Plan in Annex 2 (Funded Activities). ▶ A Payment Request must be made by the Grant Recipient by the last calendar day of the month, two months before the Anticipated Point of Expenditure. 		

	<ul style="list-style-type: none"> Once planned mobilities have started, the Grant Recipient must declare every month, whether the mobility data entered into the Live Report Tool is still accurate. This must be completed even if no payment is expected that month. If no Declaration is submitted or no live mobility update is provided at each Payment Request, then payment may be withheld by the TSA.
Payment amount £	<ul style="list-style-type: none"> Interim Payment – 80% of eligible costs included in each Payment Request will be paid by the TSA. This may vary after the TSA has undertaken a payment reconciliation. Final Payment – This will either be the remainder of any eligible budget claimed at Final Report stage for Activity Costs and organisational support costs, or a recovery based on final reported eligible expenditure and reconciliation reported at Final Report.
Payment reconciliation by the TSA	<ul style="list-style-type: none"> Review of live reporting by the TSA to ensure eligibility requirements have been met for all budget headings for costs per participant. For budget headings based on actual costs, the TSA may request evidence from the Grant Recipient to review accuracy and eligibility of Payment Request. If evidence of actual costs is requested, the Grant Recipient must upload this information to the Live Reporting Tool within two working days. If evidence is not provided then the TSA may recover the funding that evidence has not been provided for. If any costs are ineligible or there has been an overpayment based on the updated Approved Project Plan or a change in live reporting data, this will be offset against the Payment Request or recovered. Payment Request does not exceed 80% of the total for each budget heading, including any previous payments made. Unless the Grant Agreement ends early via termination or the Final Report is submitted early, the final Activity costs and organisational support costs will be paid by the TSA after the 31st August 2022 as part of the final reconciliation following Final Report submission. However, the point of defrayment for all actual costs must be prior to the 31st August 2022.
Final Report (Activity and Organisational Costs)	<ul style="list-style-type: none"> Submitted within one month of the final completed mobility placement. The Grant Recipient must update the Live Reporting Tool confirming all activities have been completed and that a final payment is required. If this update is not provided then the final payment will be withheld by the TSA. If the Grant Recipient fails to update the participant data or data is incomplete, then final payment will be withheld. The purpose of the Final Report is to provide a final complete picture of activities delivered and expenditure incurred and enable a budget reconciliation. The Grant Recipient must submit a certificate of expenditure or statement of usage with their Final Report. Final payment will be withheld if this is not submitted within twenty eight (28) days of the end of the Project and alongside the Final Report or by the timeframe agreed by the TSA.

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| | <ul style="list-style-type: none">▶ The Grant Recipient will also be required to gather reports from all the participants sent on placement during the Project and must submit these to the TSA, if requested.▶ The Final Report will include a Declaration from the Grant Recipient that project activities were delivered in line with the objectives set out in their Grant Application or approved changes during the Project. |
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Anticipated Points of Expenditure

Month of Anticipated Point of Expenditure	Payment Request submission deadline
August 2021	N/A – paid on Project Plan
September 2021	N/A – paid on Project Plan
October 2021	31 August 2021
November 2021	30 September 2021
December 2021	31 October 2021
January 2022	30 November 2021
February 2022	31 December 2021
March 2022	31 January 2022
April 2022	28 February 2022
May 2022	31 March 2022
June 2022	30 April 2022
July 2022	31 May 2022
August 2022	30 June 2022

ANNEX 2 – FUNDED ACTIVITIES

Activity Participant and Duration Totals

Activity One	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Two	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Three	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Four	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Five	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Six	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Seven	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Eight	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Nine	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Ten	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Eleven	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Activity Twelve	
Participant Numbers	
Number of Learners:	
Number of SEND Participants:	
Number of Disadvantaged Participants:	
Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Number of Learner Months / Days:	
Total Number of Accompanying Participants Months / Days:	
Total Number of Months / Days:	

Project Participant and Activity Totals	
Participant Numbers	
Total Number of Learner Participants:	
Total Number of SEND Participants:	
Total Number of Disadvantaged Participants:	
Total Number of Accompanying Participants:	
Total Number of Participants:	
Activity Durations	
Total Project Learner Months / Days:	
Total Project Accompanying Persons Days:	
Total of Project All Months / Days:	

Organisational Support	
Total Number of Learners:	
Total Number of Accompanying Participants:	
Total Number of Participants:	

Budget Summary	
Cost of Living Costs	
Learner Cost of Living Support:	
Accompanying Participants Cost of Living Support:	
Total Cost of Living Support:	
Organisational Support Costs	
First 100 participant Organisational Support costs:	
Additional participants Organisational Support costs:	
Total Organisational Support costs:	
Travel Costs	
Learner Travel Costs:	
Accompanying Participants Travel Costs	
Total Travel Costs:	
Additional Costs	
Exceptionally Expensive Travel Costs:	
Additional Support for Special Education Needs Costs:	
Disadvantaged Uplift Costs:	
Linguistic Support Costs:	
Exceptional Costs:	
Total Additional Costs:	
Total Project Costs	
Total Project Costs:	

Project Plan				
Payment Related to:	Grant Requested ² :	Payment Request to be made by:	Earliest Payment Date ³ :	Activity Start Date:
Organisational Support ⁴				
Activity 1				
Activity 2				
Activity 3				
Activity 4				
Activity 5				
Activity 6				
Activity 7				
Activity 8				
Activity 9				
Activity 10				
Activity 11				
Activity 12				
Total Payments to be Requested:				

² Please note, 80% of the indicated 'Grant Requested' (per activity) will initially be paid. The remaining 20% will be paid upon submission of the Final Report when all activities have been completed – please see Annex 1 of your Grant Agreement for further details

* This will be paid by the TSA without being triggered by the Grant Recipient through submission of Payment Request

³ In line with paragraph 4.11 of your Grant Agreement: Unless otherwise stated in these Conditions, the TSA intends to make payment of the Grant within forty (40) days of the TSA approving the Grant Recipient's Request, but shall make payment to the Grant Recipient no later than sixty (60) days of approving the Grant Recipient's Request. Payment is to be in the month of Anticipated Point of Expenditure

⁴ This will be paid by the TSA without being triggered by the Grant Recipient through submission of Payment Request

ANNEX 3 – NOT USED

ANNEX 4 – GRANT RECIPIENT’S BANK DETAILS

Please insert your organisation’s letterhead on this form.

Bank detail form

Text boxes will automatically expand as you type in the details. **Guidance notes on next page.**

Turing Project Reference Number	
Organisation or applicant full name	
Organisation or applicant registered address	
Bank account holder’s name	
Bank & Branch Name	
Bank Branch Address	
Bank Branch Postcode	
Account Number	
Sort code (UK)	
Swift/International BIC Code	
IBAN Number	
Fedwire/ABA Routing Number (for USA banks only)	
Registered VAT number (if applicable)	
Company registration number (if applicable)	
The British Council will pay in GB Sterling	
Confirm the account specified will accept payments in the currency above	confirmed
Routing Bank Information: If the payment requires to be redirected via a routing bank please provide the routing information below. The following information must be provided if the IBAN / SWIFT numbers do not correspond with your bank account number and sort code details.	
Routing bank & branch name	

Routing Account number	
Routing Bank & Branch Code / Sort code (UK)	

Financial sanctions

I warrant that the individual or organisation above is not subject to any financial sanctions which would prohibit receipt of funds from the British Council; is not connected to any such person; and will not transfer funds received from the British Council to any such person.

Your details

I confirm that the details provided above are full and accurate. Missing or incorrect information may result in attempted payments made by the British Council being returned from your bank as unsuccessful. The British Council will accept no responsibility for any delays or loss that occurs as a result.

Name		Position	
Signature		Date	

Person to contact for payment queries and notification of payment

Name		Position	
Email address		Tel. no	

Please ensure that you provide accurate information especially for payment made in other currency than GBP.

Add email address for remittance advice if different from above.

Email address		Tel. no	
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Bank Details Help Guide

To enable us to make payment to you, you must be set up on our SAP system, for which we need your full bank details. You will be assigned a unique vendor number on the SAP system, which should be quoted on all invoices/payment queries. Please complete this form electronically. Either paste the completed form onto your electronic letterhead and e-mail in a PDF format to your contact at the British Council or print it out on your own letterhead and return the form. We recommend that you keep a copy of this form for your own records.

If you do not have letterhead, please sign the declaration at the bottom of the form as authorisation that the information you have given is correct, and return to the British Council. Should the bank details change, please notify your British Council contact immediately.

Turing Project Reference Number	Your Turing project reference code (referenced in your grant agreement)
Organisation or Applicant full name	Your full name or your organisation's full name
Organisation or Applicant registered address	The address your organisation is registered in. You do not need to complete this if the form is on your official letterhead.
Account holder's name	The name the bank account is registered to.
Bank & Branch Name	The name and branch of your bank.
Bank Branch Address	The address of the branch holding your account.
Bank Branch Postcode	The postcode of the branch holding your account.
Account Number	For the UK this consists of 8 numbers, but this can vary if the account is held in other countries.
Sort code (UK)	Required for UK accounts.
Swift/International BIC Code	Please provide a bank and branch specific Swift code.
IBAN Number	Required for banks in IBAN countries .
Fedwire/ABA Routing Number (for USA banks only)	Only required for USA bank accounts.
Registered VAT number	Your organisation's registered VAT number.

Company registration number (if applicable)	Your organisation's company's house registration number.
The British Council will pay in [currency]	The currency in which the British Council agreed to make payments to you. This should be specified in our contract with you.
If the payment requires to be redirected via a routing bank please provide the routing information below. The following information must be provided if the IBAN / SWIFT numbers do not correspond with your bank account number and sort code details.	
Routing Bank & branch name	The name of the bank and branch the payment is routed through. This will be different to the bank you hold your account.
Routing Account number	This is usually different from your account number. For the UK this consists of 8 numbers, but this can vary if the account is held in other countries.
Routing Bank & Branch Code / Sort code (UK)	This is usually different from your local bank and branch identifier code (this would be the <i>sort code</i> in the UK).
	Required for IBAN countries (see above).
	Routing bank and branch specific Swift code. Some banks in the USA do not have a Swift code. In this case provide equivalent number / code.
	Australia / New Zealand / South Africa

ANNEX 5 – NOT USED

ANNEX 6 – AGREED OUTPUTS AND LONGER TERM OUTCOMES

Please describe the outputs and longer term outcomes of your project. You should refer to the Positive Impact section of your application form and describe any changes to the intended outputs and longer term outcomes in your response.

Please describe the learning outcomes your participants acquired as a result of the placement.	<i>Free text box – 500 words</i>
How were the learning outcomes assessed and recognised?	<i>Free text box – 500 words</i>
What were the unexpected learning outcomes or other longer term outcomes of the placements that you wish to highlight?	<i>Free text box – 500 words</i>
What has been the impact to your institution/organisation from participating in the Turing Scheme?	<i>Free text box – 500 words</i>
Please list any recognised qualifications the placements have contributed to.	<i>Free text box – 500 words</i>

ANNEX 7 – CONTACT DETAILS

The main TSA contact details in connection with the Grant are⁵:

Name of contact	<i>Ecorys UK Ltd</i>
Email address	Turing-Scheme@ecorys.com
Telephone number	<i>N/A</i>
Postal address	<i>Albert House, Quay Place, 92-93 Edward Street, Birmingham B1 2RA, United Kingdom</i>

Name of contact	<i>British Council</i>
Email address	<i>Turing.scheme@britishcouncil.org</i>
Telephone number	<i>0161 957 7755</i>
Postal address	<i>British Council Customer Service UK Bridgewater House 58 Whitworth Street Manchester M1 6BB</i>

This information is correct at the date of the Grant Funding Agreement. The TSA will send you a revised contact sheet if any of the details changes.

The Grant Recipient's main contact in connection with the Grant Funding Agreement is:

Contact Person

Organisation	[REDACTED]
First and last name	[REDACTED]
Position in organisation	[REDACTED]
Email address	[REDACTED]
Telephone number	[REDACTED]
Fax number	[REDACTED]

⁵ To be deleted as appropriate

Postal address	[REDACTED]
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Any communication from the TSA to the Grant Recipient must be sent to the above address and/or contact details.

Legal Representative

A legal representative should be the person who is authorised to enter into a legally binding commitment on behalf of the Grant Recipient. We strongly recommend that the person acting as the legal representative is different from the contact person for the applicant organisation.

First and last name	[REDACTED]
Position in organisation	[REDACTED]
Email address	[REDACTED]
Telephone number	[REDACTED]
Postal address	[REDACTED]

Please inform the TSA if the Grant Recipient's main contact changes, or if there is any change to the organisation's legal representative.

ANNEX 8 – PROTECTION OF CHILDREN AND VULNERABLE ADULTS

1. The Grant Recipient warrants that, in relation to all activities in connection with the Funded Activities where the Funded Activity is taking place the Grant Recipient adheres to the relevant Domestic Law including any relevant statutory and non-statutory guidance relevant to the sector, nation and overseas territory, and that under 18-year olds are safe on any international exchange.
2. Grant Recipients must ensure they adhere to the safeguarding requirements of each devolved nation ensuring compliance with all legislation and statutory guidance relevant at any time to the safeguarding and protection of children and vulnerable adults (including without limitation, the UN Convention on the Rights of the Child and the Children Act 1989 and “Safeguarding Vulnerable Groups, 2006), and with the TSA’s Child Protection Policy as may be amended from time to time. Grant Recipients must also comply with relevant UK legislation and relevant legislation in the country of each partner when planning and executing a mobility.
3. The Grant Recipient acknowledges that, for the purposes of the Safeguarding Vulnerable Groups Act 2006, and any regulations made thereunder, as amended from time to time (the “**SVGA**”), and where the location is England or Wales, it is the “Regulated Activity Provider” in respect of any “Regulated Activity” (both as defined in the SVGA) carried out in connection with the Funded Activities and that it will comply in all respects with the SVGA and any regulations or orders made thereunder. Equivalent provisions in equivalent legislation applicable in locations other than England and Wales shall apply in those locations.
4. The Grant Recipient will ensure that it is (and that any individual engaged by it to carry out Regulated Activity in connection with the Funded Activities) is subject to a valid enhanced disclosure check undertaken through the Disclosure and Barring Service (**DBS**) including a check against the adult’s barred list or the children’s barred list, as appropriate or a valid local equivalent e.g. police certificate if the individual engaged is outside England or Wales. Where applicable, the Grant Recipient shall monitor the level and validity of the checks under this paragraph for each member of staff or other individual engaged by it to carry out Regulated Activity in connection with the Funded Activities.
5. The Grant Recipient warrants that at all times whilst this Grant Funding Agreement is in force, it has not, and has no reason to believe that any person who is or will be employed or engaged by the Grant Recipient in connection with the Funded Activities, is barred from carrying out such employment or engagement.
6. The Grant Recipient shall immediately notify the TSA of any information that the TSA reasonably requests to enable the TSA to be satisfied that the obligations of this Annex have been met.
7. The Grant Recipient shall refer information about any person employed or engaged by it to carry out Regulated Activity in connection with the Funded Activities to the Disclosure and Barring Service (**DBS**) where it removed permission for such person to carry out the Regulated Activity (or would or might have, if such person had not otherwise ceased to engage in the Regulated Activity), because, in its opinion, such person has harmed or poses a risk of harm to children and/or vulnerable adults.
8. The Grant Recipient shall not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that he or she would not be suitable to carry out Regulated Activity or who may otherwise present a risk to children and / or vulnerable adults.
9. The Grant Recipient is required to complete and return the Turing Safeguarding Checklist (below) confirming legal and regulatory requirements must be adhered to when working with children directly or delivering work that has an impact on children. All requirements must be in place before any Funded Activity takes place and the TSA has a right to request a copy of all child protection documentation at any time.

Turing Safeguarding Checklist

A child is defined as anyone under the age of 18 years. The checklist below details the requirements that must be adhered to when working with children directly or when delivering work that has an impact on children. All requirements must be in place before an activity takes place and the TSA has the right to request a copy of all relevant documentation at any time.

Child Protection Requirement		Please tick		Comment
		Yes	No	
Preparation and Planning:				
Safeguarding Policies and Procedures	Clear line of accountability by having someone at the top level in your organisation to take leadership responsibility for child protection arrangements, including the commissioning and/or provision of services.			
	Up-to-date Safeguarding or Child Protection Policy, signed by the most senior person in your organisation, that is written clearly, it is accessible and available to all relevant stakeholders, including children.			
	The safeguarding arrangements include a clear referral pathway for any welfare concerns or allegations of abuse.			
Designated Safeguarding Lead (or equivalent)	Visit leaders have met with the Designated Safeguarding Lead (or equivalent within your organisation) and have considered which arrangements need to be in place in both countries to ensure the wellbeing of all participants.			
Staff	Safe recruitment procedures are in place to carefully screen applicants (staff and volunteers) and to help prevent unsuitable individuals working with children.			
	Clear whistleblowing procedures, are suitably referenced in staff training and codes of conduct.			
	Appropriate support for staff is offered, including undertaking mandatory induction and child protection training.			
	All staff and volunteers engaged in regulated activity with those under 18 years old have undergone an enhanced DBS check.			
	Ratios of staff to students have been agreed and consideration given in respect of the age of the children, whether any of the children have special educational needs and disabilities, the nature of the visit and activities, the experience of those accompanying participants, duration of the visit and overnight stays.			

	All accompanying staff members have been informed of their roles and responsibilities and reminded of codes of conduct.			
	Staff are aware of any known health conditions the children may have including any medication and any possible allergies.			
	All staff have detailed information about parents'/guardians'/carers' emergency contact details.			
Pre-Visit and Planning	The appropriate risk assessments have been completed and the local authority notified of the visit.			
	Work has been carried out with partner educational organisations overseas to ascertain the nature of any safeguarding policies and procedures. This is to include the type of criminal record checks that have been carried out and other intelligence gathered when participants will be staying with families. Details provided of the expectations they have of host families are confirmed in writing.			
	When feasible and where a visit is being arranged for the first time, or involves a significant number of new staff members, a preliminary visit has been carried out.			
	Where participants age 18 or over are taking part in the exchange, this has been risk assessed and additional consideration has been given to the age of their partners. These participants are no longer legally categorised as children and the school/college should consider whether it is appropriate for them to be partnered with a child. Consideration must be given to the need for participants to have suitable insurance.			
Children with Disabilities	All planning for educational visits and excursions fully considers any child or young person with a disability (as defined by the Disability Discrimination Act). However, it may be thought unsuitable for participants with certain types of disability to be offered a homestay situation. If they are integrated in a group with children who do not have disabilities, and they are staying with families, then it is important that those who are staying in a hotel or hostel as part of the programme, are able to visit their partner's family.			
Information for Parents / Guardians	Information has been provided to parents/guardians/carers about how welfare concerns or instances of abuse can be reported and how these will be managed.			
	Parents/guardians/carers of children involved in the trip have full details of where their child is staying, a			

	full itinerary of the trip and emergency contact telephone numbers			
	Expectations regarding behaviour of participants under 18 (which are captured in a code of conduct developed by the Grant Recipient) have been communicated to parents/guardians/carers.			
Host Families:				
Every reasonable step must be taken to ensure the safety and well-being of young people when they stay with families. Selection and management of host families is crucial to ensuring the safety and protection of children.				
Procedures for selecting host families	The visit leader has ensured that the host organisation has a procedure in place to assess the suitability of homestays and obtained confirmation of this in writing			
	The selection of host families includes: <ul style="list-style-type: none"> ➤ Police Checks (where possible) ➤ Self-Declaration forms (where possible) ➤ Code of Conduct ➤ House rules ➤ Home visit checks ➤ Verification of family structure ➤ Suitability of sleeping arrangements 			
	Selection procedures have been communicated to parents/guardians/carers and their written agreement obtained to confirm they are satisfied with the hosting arrangements and the way in which the hosts have been identified			
	Families and children have been carefully matched and consideration given to particular aspects, including gender, diet, religious belief, and additional needs.			
Accommodation	All children have his or her own bed in a room of someone of their own gender, or a separate bedroom.			
	All children have privacy whilst dressing, washing, and using toilet facilities.			
Reporting of Safeguarding Concerns:				
Reporting concerns	Specific guidance has been provided for the children on how to report any risks or situations which make them feel uncomfortable. This is to include who is the Designated Safeguarding Lead, or equivalent.			
	Those under 18s participating in a mobility and host families are aware of a 24-hour contact number and have been fully briefed as to procedures should problems arise. Staff agree to respond to any concerns immediately and to be available to answer any messages or calls straight away.			
	Contingency measures are in place if a participant needs to move from the host family.			

	All child protection incidents/allegations/concerns are recorded and reported to the TSA. This includes those that do not meet the threshold requiring the safeguarding lead or head teacher to be alerted.			
	Any child protection incident should be communicated to the TSA as soon as possible: Schools or HE projects turing.scheme@britishcouncil.org Vet or FE projects turing-scheme@ecorys.com This is to enable appropriate support and ensure due diligence is followed regards risk management procedures.			

This checklist must be completed fully, and digitally signed by either the legal representative as named in the application or a figure of authority within your organisation⁶.

Please return the completed form to the delivery partner via email.

Project Number

Organisation

Job Title/Position

Signature ⁷ **Date**

⁶ e.g. Legal Representative/Headmaster/Deputy Head/Designated Safeguarding Officer

⁷ A digital signature is required

ANNEX 9 – ANNUAL CERTIFICATION OF EXPENDITURE

Notes for the completion of this certificate.

This certificate relates to the arrangements for providing an independent auditor/accountant's report on the grant expenditure.

All Grant Recipients (excluding local authorities and Maintained Schools) who receive grants in excess of £40,000 must complete the form below and submit within twenty eight (28) days of the end of the Project and alongside the Final Report or by the timeframe agreed by TSA.

Local authorities and maintain schools who receive grants in excess of £40,000 will be required to complete Annex 10 (Statement of Grant Usage).

Assurance for grants below £40,000 will be via a Declaration which will form part of the Grant Recipient's Final Report.

The certificate is to be reproduced on headed paper of the Grant Recipients accountant.

Annual Certification of [insert grant name] Expenditure for Grant Period Year [20XX-XX]

(i) [Insert name/address of the body] [insert grant ref number]

(ii) [Insert name/address of the external auditor/accountant/organisation]

Dear Sirs

Re: [insert programme / activity number]

This certificate is provided to [name of Grant Recipient] to enable it to comply with the terms and conditions of the Grant Funding Agreement (GFA). We have obtained limited or reasonable assurance that the expenditure, for which a grant of [insert value of grant awarded £XX] for the year ending [insert date] was paid. From this grant the [insert name of Grant Recipient] incurred [insert amount of funding actually spent by the grant recipient £XX] and this was applied for the purposes intended by the TSA and the financial transactions conform to the GFA and list of objectives specified. Our work included examination, on a sample basis, of evidence relevant to the regularity and propriety of [insert name of the body]'s income and expenditure.

OPTION A

[Include this paragraph if requesting Limited assurance]*delete from final version.

Nothing has come to our attention that causes us to believe that the accompanying [the schedule] has not been prepared in all material respects in accordance with the Funded Activities.

Or

OPTION B

[Include this paragraph if requesting a Reasonable assurance] * delete from final version. In our opinion, having carried out our work in all material respects, the expenditure for the grant period [20XX – XX] and the grant conditions have been met and the grant has been spent for the intended purposes.

This report is made solely to [insert name of the body] to be provided to the TSA. Our work has been undertaken so that we might state to [insert name of the body] those matters we are required to state in a report and for no other purpose.

Yours faithfully

Signed by an independent external officer authorised to sign	
Date	
Signature	
Name of external auditor/accountant or equivalent (please print)	
Position in organisation	

Signed by a senior officer authorised to sign on behalf of [insert name of the body]	
Date	
Signature	
Name (please print)	
Position in organisation	

ANNEX 10 – STATEMENT OF GRANT USAGE

Notes for the completion of this statement.

This statement is the alternative to Annex 9 (Annual Certification of Expenditure) and is to be used where the Grant Recipient is a Local Authority or Maintained School and has received a grant in excess of £40,000.

Assurance for grants below £40,000 will be via a Declaration which will form part of the Grant Recipient's final report.

The statement is to be reproduced on headed paper of the local authority or Maintained School and comprises of three parts:

- a) Certificate of Grant Usage;
- b) Statement of Expenditure; and
- c) Report confirming Delivery.

The Grant Recipient shall submit the Statement of Grant Usage to the TSA no later than twenty eight (28) days of the end of the Project and alongside the Final Report or by the timeframe agreed by the TSA.

a) Certificate of Grant Usage

Name of organisation	[Insert Name of Grant Recipient]
Approved Project title	[Insert Project name]

- The total Grant amount of [insert figure] was exclusively used for the purposes set out in the Grant Funding Agreement between the Grant Recipient and the TSA, dated [insert date of our letter].
- A report on the Funded Activities funded by the Grant Funding will be submitted to the TSA, confirming that the grant outputs have been delivered to a satisfactory standard and the expected benefits that have accrued or will accrue. The report will be provided within 28 days after the completion of the funding of the [insert project name].
- A final financial statement detailing the use of the Grant Funding will be provided in section b – Statement of Expenditure. This is a summary statement of all receipts and expenditures connected with the above Project. The organisation's financial systems that recorded the income and expenditure of this Grant have provided sufficient internal control for the purposes of this certification.

Signature			
Name		Date	
Position			
Organisation address		Postcode	
Initialed by Organisation's Chief Financial Officer/ Auditor			

b) Statement of Expenditure

Name of Organisation	[Insert Name of Grant Recipient]
Name of Approved Project	[Insert Project name]
Expenditure Type	(£)
TOTAL EXPENDITURE	
Paid for as follows:	(£)
Contribution from TSA	
Matching funding from own partners' resources	
Other funding	
TOTAL	
Under spend on Grant (if applicable)	

c) Report confirming Delivery

(Setting out how the funding has been applied detailing all relevant outputs.)

ANNEX 11 – CHANGE CONTROL PROCESS

1. Any changes a Grant Recipient needs to make to their Project after they have signed this Grant Funding Agreement will come under this Change Control Process.
2. The Turing Scheme is flexible and Grant Recipients are able to make changes to their Project throughout its delivery where these are needed. Any changes made should not change the fundamental aims and objectives on the basis of which the Project has been selected.
3. When considering changes to a Project, there are two routes that may apply:
 - a. **Changes the Grant Recipient can make to their Project without seeking approval from the TSA** – these changes must be submitted via the Live Reporting Tool thirty (30) days prior to any Payment Request, so the TSA is aware of the change. The Project Plan in the Live Reporting Tool will automatically reflect the changes.
 - b. **Changes that need to be approved by the TSA** – these changes must be submitted via the Live Reporting Tool thirty (30) days prior to any Payment Request. The TSA will then consider the change, communicate with the Grant Recipient as needed, and decide if it can be accepted. The Project Plan will not reflect the changes until/unless approved.
4. Changes cannot result in exceeding the overall Grant funding for the Project that was agreed in this Grant Funding Agreement. Payments will always be made based on the latest Approved Project Plan.
5. In exceptional circumstances, if a Grant Recipient cannot adhere to the thirty (30) day notice period, or if a Grant Recipient identifies a necessary change to a part of their Project they have already received Grant funding for, the change must be submitted via the Live Reporting Tool as soon as possible.
6. For the purposes of making changes, the Project budget falls into one of two categories:
 - a. **Activity budget categories** – these are considered on an activity-by-activity level, rather than the whole Project and are:
 - i. Learner cost of living support
 - ii. Learner travel costs
 - iii. Participant numbers
 - iv. Accompanying person numbers
 - b. **Project budget categories** – these are considered across all of your activities in the whole Project and are:
 - i. Organisational support costs
 - ii. Exceptionally expensive travel
 - iii. Exceptional costs
 - iv. Additional educational needs support costs
 - v. Disadvantaged uplift costs
 - vi. Linguistic support budget
7. The changes a Grant Recipient is considering may include both categories, in which case if either category requires TSA approval, then approval needs to be sought for the whole change.

Changes the Grant Recipient can make to their Project without seeking approval from the TSA

8. The Grant Recipient is permitted to transfer the following Grant between the different activity budget categories without seeking TSA approval under the condition the following rules are respected:
 - a. The Grant Recipient is permitted to increase or decrease the number of participants or accompanying persons, if applicable up to and including 10% of the original number approved per activity.
 - b. The Grant Recipient can increase or decrease learner or accompanying person cost of living support and travel budget per activity by up to and including 10%.
9. The Grant Recipient is permitted to transfer the following funds between the different Project budget categories without seeking TSA approval under the condition the following rules are respected:
 - a. The Grant Recipient cannot increase the organisational support budget; however, the Grant Recipient can decrease the organisational support budget by up to and including 10%.
 - b. The Grant Recipient can increase or decrease each additional cost category (Exceptional travel, Additional educational needs support costs, Disadvantaged uplift costs, Linguistic support budget, if applicable) by up to and including 10%.
10. The TSA reserves the right to increase or decrease these percentage thresholds if there is an operational or policy reason to do so, requested by the Department for Education.

Changes that need to be approved by the TSA

11. If the Grant Recipient intends to make changes that go beyond the 10% approval threshold of individual budget categories, then approval will need to be sought from the TSA.

ANNEX 12 – FINANCIAL MANAGEMENT AND GOVERNANCE DECLARATION

The checklist below asks the Grant Recipient to confirm that they have considered and put in place appropriate financial governance, internal controls and risk management in order to oversee the delivery of the Funded Activities, at the point of the Grant Funding Agreement being signed. All arrangements must be in place before any Funded Activity takes place and the TSA has the right to request a copy of all supporting documentation at any time.

Grant Recipient Financial Management and Governance Declaration

Statement(s)	Please enter Yes / No / N/A	Please provide justification if 'No' or 'N/A' and comments (as required):
<p>S1. We confirm that we have:</p> <ul style="list-style-type: none"> ➤ A regular, internal financial and performance reporting process on Funded Activities, at an appropriate level within the legal entity or organisation. ➤ A document detailing the organisational structure which indicates the responsibilities, reporting lines and committee/board structure, ensuring Funded Activities are reported at an appropriate level within the legal entity or organisation. ➤ Terms of Reference for all the boards/committees and including where these report to, the length of office for members and the frequency of meetings. 		
<p>S2. We confirm that we have the following key policies in place, which are expected when dealing with public funds and that these have been approved by our governing body or trustees (or equivalent):</p> <ul style="list-style-type: none"> a) A Fraud policy b) A Scheme of Delegation\Authority and financial limits c) A Whistleblowing policy d) A Risk Management policy and Register 		

Statement(s)	Please enter Yes / No / N/A	Please provide justification if 'No' or 'N/A' and comments (as required):
e) A Business Interest policy and Register f) A Gifts and Hospitality policy and Register		
S3. We confirm that we have adequate insurance covering all the risks we face including the below categories: a) Building amount covered if applicable b) Contents value c) Public Liability d) Employers Liability e) Professional Indemnity f) Business Continuity		
S4. We confirm that controls are in place in relation to Turing Scheme Funded Activities as follows: a) Systems in place to ensure payments are being paid promptly to Turing scheme participants b) Regular reconciliations being undertaken and reviewed by appropriate members of staff		
S5. We confirm that when processing personal data, we will comply with the relevant data protection legislation applicable in our country in respect to the administration of all data relating to the Project.		
S6. We confirm that we prepare annual budgets which are reported against on a regular basis to the governing body or trustees (or equivalent) with any variances investigated and explained.		

This checklist must be completed fully, and digitally signed by the chief finance officer of the Grant Recipient or someone with proper delegated authority.

Please return the completed form to the delivery partner via email.

Project Number

Organisation

Job Title/Position

Signature ⁸

Date

⁸ A digital signature is required