



Llywodraeth Cymru
Welsh Government

The National Autistic Society
6/7 Village Way
Greenmeadow Springs
Business Park
Tongwynlais
Cardiff
CF15 7NE
FAO:

May 2013

Dear ,

**Award of Funding in relation to Welsh Government Grant Scheme for
Voluntary Organisations operating in the Health and Social Care Sector
for People with Learning Disabilities and Autism**

1. Award of Funding

- (a) We are pleased to inform you that your Application has been successful and funding of up to £51,300 (*Fifty one thousand and three hundred pounds*) ("the Funding") is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period 1 April 2013 to 31 March 2014 ("the Period") and must be claimed in full by the end of the Period otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or the Conditions please contact the Welsh Government Official who will be happy to assist you.

2. Statutory Authority

This award of Funding is made on and subject to the Conditions and under the authority of the Minister for Health and Social

Services, one of the Welsh Ministers, acting pursuant to sections 70 and 71(1) of the Government of Wales Act 2006 and Section 64 of the Health Services and Public Health Act 1968.

3. Interpreting these Conditions

Any reference in these Conditions to:

'You', 'your' is to:

The National Autistic Society Cymru
6/7 Village Way
Greenmeadow Springs
Business Park
Tongwynlais
Cardiff
CF15 7NE

Registration/Company No: **1205298**

'we', 'us', 'our' is to the Welsh Ministers;

'Application' is to your application dated 27 July 2011, as amended by your organisation's email dated 16 January 2012 (submitting your revised Business and Operational Plans and revised budget) and your agreed Workplan for 2013 - 201.

'Welsh Government Official' is to

Department of Health and Social Services
Welsh Government
Cathays Park
Cardiff
CF10 3NQ

Tel:
Email: CarersandDisabilities@wales.gsi.gov.uk

or such other Welsh Government official as we may notify you.

'Project Manager' is to

The National Autistic Society Cymru
6/7 Village Way
Greenmeadow Springs

Business Park
Tongwynlais
Cardiff
CF15 7NE

Tel:
Email:

'Conditions' is to the terms and conditions set out in this letter;

'Schedule' is to the schedules attached to this letter;

'Payment Profile' is to the payment profile set out in Schedule 4;

'Notification Event' is to any of the events listed in Schedule 3;

'State Aid Rules' is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation such as frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109; and

any legislation will include all amendments to and substitutions and re-enactments of that legislation in force from time to time;

4. What you must use the Funding for

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the **"Purposes"**).
- (b) You must achieve the targets and outcomes set out in Schedule 2 (the **"Targets"**).
- (c) Any change to the Purposes or Targets will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (d) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes); (7) your legal fees in relation to this letter; or (8) any kind of illegal activities.

5. Funding Pre-Conditions

- (a) We will not pay any of the Funding to you until you have provided us with the following information and documentation:
 - (i) documentary evidence that the signatories who have signed this letter on your behalf are duly authorised to do so;
 - (ii) documentary evidence that you have put in place all staff and other resources detailed in the Application as required to commence the Purposes (this pre-condition has been met);
 - (iii) a copy of your business plan which has been received and approved by us (this pre-condition has been met);
- (b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

6. How to claim the Funding

- (a) The Funding will be paid to you quarterly in arrears as detailed in the Payment Profile
- (b) You must claim the Funding in accordance with the dates set out in the Payment Profile. We reserve the right to withdraw any part of the Funding that you do not claim promptly.
- (c) You must submit your claims for payment of Funding to the Welsh Government Official.
- (d) You must use our current claim pro-forma (which is available from the Welsh Government Official) and attach the information and documentation specified in the Payment Profile
- (e) We will aim to pay all valid claims as soon as possible and typically within 28 days.

7. Your general obligations to us

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your management, employees and/or suppliers and notify us immediately if you have reason to suspect that any fraud has occurred or is occurring or is likely to occur. You must also participate in such fraud prevention initiatives as we may require from time to time.
- (b) comply with all applicable laws or regulations or official directives whether derived from domestic, EU or international law;
- (c) put in place and maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you provide proof of your insurance;
- (d) co-operate fully with the Welsh Government Official and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with these Conditions.

8. Declarations

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in these Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under these Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which have or could have an adverse effect on your ability to perform and comply with any of these Conditions;
- (c) the information contained in your Application is complete, true and accurate;
- (d) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;
- (e) you have discussed and agreed the Targets with us and you are confident that they are realistic and achievable.

9. Notification Events and their consequences

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will seek to discuss the Notification Event with you and to agree a course of action to be taken to address the Notification Event and in doing so we will consider both the seriousness of the Notification Event and whether or not it can be remedied.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:
 - (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you, or
 - (ii) we notify you that the Notification Event is not capable of remedy, or
 - (iii) a course of action is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action), or
 - (iv) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
 - (i) withdraw the award of Funding; and/or
 - (ii) require you to repay all or part of the Funding immediately; and/or
 - (iii) suspend or cease all further payment of Funding; and/or
 - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
 - (v) deduct all amounts owed to us under these Conditions from any other funding that we have awarded or may award to you; and/or
 - (vi) exercise any other rights against you which we may have in respect of the Funding.
- (e) All repayments of Funding must be made to us within 28 days of the date of our demand. You must pay interest on any overdue repayments at a rate of 1.5% per annum above the Bank of England base rate from time to time or at such other rate as may be required by the State Aid Rules. Interest will accrue on a daily basis from the date the repayment is due until actual repayment

of the Funding, whether before or after judgment. You must pay the interest together with the overdue repayment.

10. Monitoring Requirements

You must:

- (a) provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions including without limit:
 - i) by 15 October 2013, an interim income and expenditure account and forecast, as at 30 September 2013, identifying any projected variations from the estimates submitted as part of your Application.
 - ii) by 15 October 2013, progress showing the extent to which aims, objectives and performance targets for the year as set out in your agreed Workplan (attached at Schedule 2) to be recorded on the Workplan template.
 - iii) by 1 December 2013, two copies of your most recent annual accounts, signed by one or more trustees. The accounts shall be prepared (and, where required, audited and independently examined) in accordance with the relevant statutory provisions relating to you and/or (where appropriate) the requirements or guidance of the Charity Commission. All accounts should clearly identify the Funding. If the accounts do not isolate the Funding, you must provide an income and expenditure account certified by the Finance Officer confirming the level of the Funding and its expenditure.
 - iv) By 1 June 2014 , an annual report showing the extent to which the aims and objectives agreed for that year (as set out in your Workplan) were achieved, and the reasons for any shortfall;
 - v) By 1 June 2014, a confirmation of expenditure defrayed on the project for the previous year; and;
- (b) meet with the Welsh Government Official and such other of our representatives at an annual review and meet as we may from time to time reasonably require; and;
- (c) ensure that the Project Manager (or such other person as we may agree) attends all meetings with the Welsh Government Official.

11. Audit Requirements

- (a) You must:
 - (i) maintain clear accounting records identifying all income and expenditure in relation to the Purposes;
 - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any reasonable time and on reasonable notice being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;
 - (iii) retain this letter and all original documents relating to the Funding until we inform you in writing that it is safe to destroy them;
- (b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006 the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

12. Third Party Obligations

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

13. Intellectual Property Rights & Publicity

- (a) Nothing in these Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support on all publicity, press releases and marketing material produced in relation to the Purposes. Such acknowledgement must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You must provide the Welsh Government Official with a copy of all material listed in Condition 13(b) for our approval before any such material is published and you may not publish such material without our prior written approval. We will endeavour to respond to all written requests for approval within 28 working days
- (d) You agree that from the date of this letter until 5 years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

14. Access to Information

- (a) You acknowledge that we are subject to the requirements of the Code of Practice on Public Access to Information published by the Welsh Government (the "Code"), the Freedom of Information Act 2000 (the "FOIA"), the Environmental Information Regulations 2004 (the "EIR") and the Data Protection Act 1998 (the "DPA").
- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
 - (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
 - (ii) any information is exempt from disclosure under the Code, the FOIA or the EIR.

15. Buying Goods and Services

You must buy all goods and services required for the Purposes in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

16. Giving Notice

- (a) Where notice is required to be given under these Conditions it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

“Notice in relation to the Welsh Government Grant Scheme for Voluntary Organisations Operating in the Health and Social Care Sectors for People with Learning Disabilities and Autism”

- (b) The address and contact details for the purposes of serving notice under these Conditions are as follows

You: the Project Manager at the address stated in Condition 3.

Us: the Welsh Government Official at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:-

Prepaid first class post: on the second working day after the date of posting.

By hand: upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday.

By email attachment: upon transmission or the next working day if after 4pm or on a weekend or public holiday.

17. Equal Opportunities

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race,

gender/gender identification, sexual orientation, religion and belief, age or any disability.

18. Welsh Language

Where the Purposes include or relate to the provision of services or written materials (including signage and information published online) in Wales, they must be provided in Welsh and English, unless it would be unreasonable or disproportionate to do so. Guidance about providing services and written materials in Welsh can be obtained from the Welsh Language Commissioner on 0845 6033 221 or by visiting www.comisiynyddygymraeg.org.

19. Sustainability

Your use of the Funding must (where reasonably practicable) meet the Welsh Government's current agenda for sustainable development and the environment.

20. Welsh Ministers' Functions

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in , or arising under or in connection with, these Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

21. General

- (a) If at any time any of these Conditions is deemed to be or becomes invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under these Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.

- (c) Any amendment or variation these Conditions must be in writing and signed by us and you in the same manner as this letter.
- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under these Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21(e) and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.
- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of these Conditions.
- (g) These Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

22. How to accept this offer of Funding

- (a) To accept this award of Funding you must sign and return a copy of this letter to the Welsh Government Official. None of the Funding will be paid to you until we have received your signed letter.
- (b) We must receive your signed letter within 14 days of the date of this letter, or this award of Funding will automatically be withdrawn.

Yours sincerely,

**under authority of the Minister for Health and Social Services,
one of the Welsh Ministers.**

SCHEDULE 1

The Purposes

The Section 64 grant is awarded to support the core activities of The National Autistic Society Cymru in pursuit of its Strategic Aims and Objectives in Wales.

The targets and outcomes relating to this funding are set out in the National Autistic Society Cymru's workplan covering the period 2013-2015 attached at schedule 2.

The funding is to meet core running costs: specifically the salary of the National Co-ordinator including on costs and travel and subsistence as set out in your revised business plan and financial profile.

SCHEDULE 2

NAS Cymru workplan 2013 - 15

Target No 1: To provide training to parents/ carers of people affected by autism across Wales through a series of parent support workshops.		
Location: Wales-wide; North Wales; Mid & West Wales; Gwent; Cardiff & Vale; Cwm Taf; and Swansea Bay.		
<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
Plan diary of 12 events for delivery of autism seminars for families (previously known as help!) parent support workshops	By 30 th April for first 6 months programme By 30 th October for second 6 months programme	
Promote 12 events by working in partnership with local professionals, parent groups	Ongoing	
Produce a leaflet and/or poster to highlight each event and circulate by email and through key contacts, ASD leads and ASD Stakeholder groups.	Monthly	
Share details of the events with Wales	Monthly	



ASDinfo website		
• Deliver 1 parent support workshop per month to a minimum of 10 families (usually 2 people)	By 30 th March	
• Deliver workshops in at least 12 local authority areas with key Welsh Government geographical footprint areas in mind	By 30 th March	
<u>Outputs</u>		
<u>Outcomes</u>		
• People living with autism in Wales will receive the support, education and training they need. • 120 families will receive parent support workshops through a network of events across Wales.		

<u>Target No 2: To build capacity of other providers to deliver post-diagnostic support to parents and families through training and licensing in NAS parent support programmes such as NAS <i>help!</i> and NAS Earlybird.</u>		
<i>Location: Wales-wide; North Wales; Mid & West Wales; Gwent; Cardiff & Vale; Cwm Taf; and Swansea Bay.</i>		
<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
• Maintain support and licences to 50 professionals delivering NAS Earlybird across Wales	Ongoing	
• Maintain support and licences to 25 professionals delivering NAS Earlybird plus across Wales	Ongoing	
Work in partnership with local authorities and professional colleagues to identify gaps in provision • Train and licence 8 additional professionals	By 30 th March	

per year in delivery of NAS Earlybird/ Earlybird plus		
- Develop range of professional resources including workbooks to enable delivery of NAS help! programme to families: - Supporting Siblings - Understanding Behaviour	By 30 th August	
- Continue to build capacity through increased use of autism seminars for families resources, to extend availability of support to families and carer's across Wales - Number of packs purchased in Wales - Number of facilitator training events delivered - Number of facilitators trained across Wales	By 30 th March	
Promote the autism seminars for families professional resources and support professionals who use them across Wales to build capacity and improve quality of autism specific parent support - Produce clear promotional literature - Talk about resources and their use with key contacts in local authorities - Encourage professional colleagues delivering seminars to join Network Autism to access peer support, keep up to date with changes in legislation and practice.	By 30 th March	
<u>Outputs</u>		

Outcomes

- People living with autism in Wales will be understood by the professionals who support them.
- 10% more parents are reached through NAS parent support programmes year on year.
- An increasing number of local authorities are running NAS parent support programmes each year; Yr1 – 10, Yr2 – 11, Yr3 - 12

Target No 3: To provide autism specific local support through a network of volunteer run branches.

Location: Wales-wide; North Wales; Mid & West Wales; Gwent; Cardiff & Vale; Cwm Taf; and Swansea Bay.

<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
• Maintain and support 8 branches across Wales	By 30 th March	
• Launch 1 new branch	By 30 March 2014	
• Deliver a minimum of 5 training events to branch volunteers each year to ensure branch activities and support are delivered in a safe and appropriate way 1. Number of training events 2. Number of branch volunteers trained	By 30 th March	
• Ensure branches are operating in line with safe working practices 1. Number of volunteer CRB's processed 2. Number of risk assessments completed/ reviewed	Ongoing	
• Deliver an information newsletter to branches to ensure all branches have current and relevant information to assist them in delivering local support	Monthly	

• Deliver a range of volunteer led activities to support those affected by autism at local level. 1. Number of local Parent/ carer support groups 2. Number of local helplines supported 3. Number and type of other local activities delivered	Ongoing	
• Deliver 1 branch network day for Wales as a networking, information sharing and volunteer support opportunity	By 30 th March	
<u>Outputs</u>		
<u>Outcomes</u>		
• People living with autism in Wales will receive the support, education and training they need. • People affected by autism have access to local activities and peer support that meet their needs.		

<u>Target No 4: To provide an autism specific family support service in Newport and Monmouthshire</u>		
<i>Location: Newport and Monmouthshire; Gwent</i>		
<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
• Secure contracts with Newport and Monmouthshire local authorities	By 30 th April	
• Maintain support service to 400 families registered with the service	Ongoing	
• Provide support and advice to 100 professionals	By 30 th March	

• Respond to 30 new referrals	By 30 th March	
• Provide home visits as part of family assessment and ongoing support responding to needs	Ongoing	
• Deliver parent support groups each term in partnership with local NAS branch	By 30 th March	
<u>Outputs</u>		
<u>Outcomes</u>		
• People living with autism in Wales will receive the support, education and training they need. • Secure £40k to provide an autism family support service across 2 local authority areas. Be a key contact and expert resource to families and local professionals enabling people with autism to be supported more effectively.		

<u>Target No 5</u> : To provide Spectrum – an out of school club for children and young people in Monmouthshire		
<i>Location: Monmouthshire; Gwent</i>		
<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
• Secure funding to run the service 1. Monitor in accordance with funders requirements	By 30 th April Quarterly	
• Provide a project leader and project worker 1. Line management and supervision 2. Continued professional development and training	Quarterly Ongoing	
• Plan an activity programme to run in term-time	Termly	
• Provide support to 20 children, young people and their families & siblings	Ongoing	

- Recruit, train and support 10 volunteers - Run a recruitment event at local comprehensive school - Provide autism training session to volunteers - Provide supervision and support to volunteers	Ongoing	
<u>Outputs</u>		
<u>Outcomes</u> - People living with autism in Wales will play a more active role in their community and wider society. - Children, young people and their families including siblings will have a regular opportunity to access a social opportunity and increase their social skills preparing them for their future more effectively. - Young people will be given and supported in volunteering opportunities which increase their knowledge and understanding of autism and its impact as well as giving them work experience.		

<u>Target No 6 : To support the effective implementation of the Welsh Government's Autism Spectrum Disorder Strategic Action Plan for Wales and raise awareness of autism and related issues amongst decision makers.</u>		
<i>Location: Wales-wide; North Wales; Mid & West Wales; Gwent; Cardiff & Vale; Cwm Taf; and Swansea Bay.</i>		
<u>Key Performance Indicators</u>	<u>Timescales</u>	<u>Status / Comment</u>
- Attend 20 ASD Stakeholder Group meetings across Wales per year - Gather information from people affected by autism through branches and	By 30 th March On a quarterly basis	

members forums to inform the work of these groups 2. Raise awareness and understanding of the impact of autism and the resources available to support people with autism in the meetings		
Provide effective secretariat to the Cross Party Group on Autism 1. Organise 3 meetings per year 2. Produce and circulate minutes for each meeting 3. Publish meeting minutes on NAS website	By 30th March 1 month after each meeting	
Facilitate understanding of key issues affecting those with autism in Wales by: • Providing at least 3 policy briefings per year to Assembly members • Conducting face to face meetings with key Assembly members from social, care, health, education and welsh language areas – 1 from each part per Assembly term • Attending all 4 party conferences to engage directly with representatives from all parties • Provide a bridge between assembly members and NAS Cymru members by facilitating engagement 3 times per year	By 30th March	
Provide an ongoing dialogue with all stakeholders on key issues and information related to autism through regular engagement through social media	Ongoing	
• Organise and run an annual event for	By 30th March	

Assembly members and their officials to share information on current issues		
• Work in partnership at least 20 partner organisations.	By 30 th March	
<u>Outputs</u>		
<u>Outcomes</u> • People living with autism in Wales will be respected for who they are by a knowledgeable public and other stakeholders. • An increasing awareness and understanding of autism and its impact on individuals and families by public and professional stakeholders. • 3 Cross party groups will be organised allowing all stakeholders to engage with the ministers and assembly members from all parties.		
<u>Narrative Section</u>		

SCHEDULE 3

Notification Events

1. repayment of any part of the Funding is required under European Law (whether under State Aid Rules or otherwise);
2. you fail to comply with any of the Conditions;
3. you fail to achieve any or all of the Targets;
4. we have made an overpayment of Funding to you;
5. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
6. any petition is presented or resolution passed or other action taken for your bankruptcy or winding-up or a petition is presented for an administration order against you;
7. a receiver or an administrative receiver is appointed in respect of you or in respect of all or any part of your assets;
8. a moratorium in respect of all or any of your debts or a composition or an agreement with your creditors is agreed, applied for, ordered or declared;
9. you are unable, or admit in writing your inability, to pay your debts as they fall due;
10. any distress, execution, attachment or other process affects any of your assets;
11. a statutory demand is issued against you;
12. you cease, or threaten to cease, to carry on all or a substantial part of your business;
13. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under these Conditions.

SCHEDULE 4
Payment Profile

Quarter	Amount of instalment	Earliest date for claim	Last date for claim	Documents which must accompany claim pro-forma
1	£12,825	01 June 2013	30 June 2013	- Return of signed award letter - Return of documentary evidence of authorised signatories
2	£12,825	01 September 2013	30 September 2013	- Return of annual report including confirmation of expenditure defrayed on the project - Return of completed claim form
3	£12,825	01 December 2013	31 December 2013	- Return of interim income and expenditure account - Return of progress report showing the extent to which aims, objectives and performance targets for the year are being achieved, to be recorded on the Workplan. - Submission of two copies of your most recent annual accounts, signed by two or more trustees. Note: if the accounts do not isolate the funding, you must provide an income and expenditure account certified by the Finance Officer confirming the level of Funding and its expenditure. - Return of completed claim form
4	£12,825	01 March 2014	31 March 2014	Return of completed claim form

We hereby accept the award of Funding in relation to Welsh Government Grant Scheme for Voluntary Organisations Operating in the Health and Social Care Sector for People with Learning Disabilities and Autism and the Conditions relating to the Funding

An authorised signatory of The National Autistic Society

Signature

Name (printed)

Job Title

Date

An authorised signatory of The National Autistic Society

Signature

Name (printed)

Job Title

Date
