**This is Us Grants - Funding Host and Non-Constituted Group Memorandum of Understanding (MOU)**

**This Memorandum of Understanding (MOU)** sets out the agreement between the Funding Host (a registered VCSE organisation) and a Non-Constituted Community Group for the purpose of managing grant funds fairly, transparently and in line with the goals of the This is Us Grants Programme. As part of this agreement, the Funding Host will be required to provide evidence of a registered bank account in the name of their organisation. This can be in the form of a recent bank statement clearly showing the organisation’s name and registered address, with all transaction details (income and expenditure) removed for privacy.

1. **Parties to this Agreement**

This agreement is between:  
  
Funding Host: [**Insert name and address of VCSE organisation]**  
and  
Non-Constituted Community Group: [**Insert name and contact details of group lead/contact]**

1. **Purpose of this MOU**

The purpose of this agreement is to outline how the Funding Host will hold and manage grant funds on behalf of the Non-Constituted Group, and to support the delivery of their community project.

1. **Roles and Responsibilities**

[**The Funding Host Name**] agrees to:

* Hold the grant funds on behalf of the group
* Release funds as agreed and based on project needs
* Keep accurate records of spending and receipts
* Support the group with basic financial reporting (if needed)
* Help ensure the project follows any funder requirements

[**The Non-Constituted Community Group Name**] agrees to:

* Deliver the project as described in the grant application
* Work in line with the values of inclusion, fairness and transparency
* Share updates and outcomes with the Funding Host
* Provide receipts or evidence of spending where possible
* Let the Funding Host know if any issues or changes come up

1. **Funding Host Administrative Fee**

To support the administrative work of the Funding Host (such as holding and managing funds, releasing payments, and maintaining records), the Funding Host may retain a small agreed fee from the total grant amount.

This fee should be discussed and agreed with the Non-Constituted Community Group in advance. A typical administrative fee is between **5–10% of the total grant**, or a **flat fee** (e.g., **£100–£200**) for small grants.

This amount should be confirmed in writing and noted below:

**Agreed Funding Host Fee:** £\_\_\_\_\_\_\_\_\_\_ OR \_\_\_\_\_\_% of the total grant

*(To be completed by both parties and confirmed before the grant is received.*

1. **Term and Review**

This agreement will start on **[Insert start date**] and will end on [**Insert end date or project** **completion**].  
It can be reviewed or ended early by mutual agreement in writing.

1. **Dispute Resolution**

Both parties agree to communicate openly and respectfully if any problems arise, and to work together to find a fair solution. If needed, support from SOAR or a neutral third party may be requested.

1. **Signatures**

Signed by a representative of the Funding Host:

|  |  |
| --- | --- |
| **Name** |  |
| **Role and Organisation Name** |  |
| **Signature** |  |
| **Date** |  |

Signed by a representative of the Non-Constituted Group:

|  |  |
| --- | --- |
| **Name** |  |
| **Role and Group Name** |  |
| **Signature** |  |
| **Date** |  |

***IMPORTANT****: Both parties must sign and retain a copy and send a signed copy to:* [**Communities@soarcommunity.org.uk**](mailto:Communities@soarcommunity.org.uk)