

Hub agreement on grants and payment for services 19 Nov 2015

The following text was amended during the meeting, and it was agreed that this text forms part of Transition Cambridge's "Rule book" (a new idea from this meeting) where we keep note of such agreements and procedures. Obviously these agreements will continue to be amended as required. The following text contains amendments from the meeting, and needs to be tweaked and finally agreed at next months' hub meeting. Comments should be received at least 2 days before the hub meeting so they can be incorporated into the text.

Applications for Grants

In order to ensure the appropriate administration of grant applications made in Transition Cambridge's (TC's) name, and to safeguard its reputation and the correct use of such funds, it is proposed that Transition Cambridge establishes the following guidelines for grant applications made under its name or in the name of any Transition Cambridge group or project, by any member

- * grant applications should be approved (and where appropriate, amended) by at least three members of the hub including (at least one of) the treasurer, secretary or chair;
- * grant applications should include a 10% overhead cost to central Transition Cambridge funds to pay for the costs of keeping Transition Cambridge running (e.g. public liability insurance, web costs etc).

Payment for Services for or on behalf of Transition Cambridge

Any member seeking payment for services for or on behalf of Transition Cambridge should first prepare a schedule for services to be performed and their charges for those services.

The schedule of services shall include:

- what the member will do;
- when it will be done by;
- how the hub can assess whether it has been completed;
- how much the member will be paid for the service;
- and an agreement to provide full accounts, including receipts and an invoice to Transition Cambridge for the time put into providing the service.

The proposed schedule will be considered by the Transition Cambridge Hub, who will establish agreed performance criteria before approving the expenditure. Funds will be released when the Hub is satisfied the services have been completed as agreed.

This applies both to payments for services out of grants and to payments in relation to events-organisation or other incoming-bringing activities. This rule does not apply to expenditure on materials which have been previously agreed as part of a grant-making process, or for amounts less than £100.

It was also agreed that Martin Roach (Treasurer) would attend future hub meetings where grant applications or payment for services were being discussed.