

VONNE/Improving Reach

Capital Equipment Purchasing Terms & Conditions

The Improving Reach Project aims to assist infrastructure groups working with 'hard to reach' groups (as defined by Capacity Builders) within the North East voluntary and community sector.

To be eligible for assistance with capital equipment purchases, you must be a third sector Infrastructure Organisation based or working in the North East of England and working on behalf of one of the 4 hard to reach groups, which are;

- black and minority ethnic groups,
- refugee and migrant groups,
- faith groups and
- isolated rural groups.

The funding of any capital equipment will be given to help increase the capacity of third sector organisations and groups to provide support to their respective members and groups. Organisations will therefore be asked to provide a brief explanation of how they intend to use the equipment.

The recipient organisation must provide a clear audit trail and agree in signing this document that;

1. Orders <£1000 will be internally authorised by staff with delegated responsibility or by the Chief Executive, with quotes obtained, kept on record and copied to VONNE for all goods and services costing £500 or more.
2. Orders £1001 - £3000 will be authorised by the Chief Executive, with 3 (like-for-like) quotes obtained and kept on record for all items.
3. Orders £3001 - £4999 will be authorised by the Chief Executive and a member of the Board, with 3 (like-for-like) quotes obtained and kept on record for all items.
4. Orders £5000 - £24999, a competitive tendering process shall be used and signed off by the Chief Executive and 2 members of the Board with the intention being to obtain best value for money (which may not necessarily be the lowest tender).
5. Before purchasing, each item must be authorised in writing by the VONNE representative at the time that spend is agreed.
6. Upon purchase and receipt of the working equipment, the recipient organisation shall invoice VONNE for the cost of the equipment.
7. All equipment must have a minimum of 1 year warranty.
8. If successful, funding will be awarded based upon what is in this application form. We are unable to increase the funding provided if your actual expenditure for purchases is greater than the quotes you have supplied.
9. The recipient organisation must provide to VONNE in writing within 2 weeks of receipt of the equipment;

- i. Description (Make & Model numbers etc.)
 - ii. Serial number/s
 - iii. Full cost of equipment
10. The recipient organisation confirms that the equipment purchased will be kept secure and will be covered by adequate insurance for loss, theft and damage.
11. The recipient organisation shall keep equipment usage logs where relevant and provide copies of the logs to VONNE after 6 months and 12 months of ownership of the equipment.
12. VONNE reserve the right to refuse/cancel equipment funding in the case that;
- i. Groups do not meet funders criteria (the funding is not for front line groups or individuals)
 - ii. Groups fail to fully engage with the processes and requirements herein
 - iii. Groups are found to have made unreasonable or excessive demands of the service (this provision is not intended to substitute for good financial planning)
13. The recipient organisation confirms that all benefits from the equipment usage will be communicated to and shared with the relevant front line organisations supported by them as well as to their senior managers, chief executives and trustees.
14. VONNE will not accept responsibility for loss, technical faults or damages arising from use or loss of use, to data or profits in relation to the equipment purchased.
15. The recipient organisation confirms that they, not VONNE, will be entirely responsible for any on-going costs associated with the equipment or materials purchases e.g. consumables, monthly broadband charges etc.
16. The recipient organisation confirms that they understand that VONNE reserves the right to reallocate the equipment to another organisations should any failure arise in compliance with any section herein.
17. Any decision made by VONNE to take-up any condition herein will be final and no correspondence will be entered into.
18. These Terms and Conditions shall be governed by and construed in accordance with the laws of England and Wales.

SIGNATURES

Signed by:(Please also print name)
 Authorised Officer of VONNE (i.e. Improving Reach Project Manager)

Date:

Signed by:(Please also print name)
 Authorised Officer of Recipient Organisation

Date:

