

**Local VCSE organisations**

**Sustainability Support - Request (contracts and grants)**

Sections 1 to 3 of this form must be fully completed and sent to [procurement@bradford.gov.uk](mailto:procurement@bradford.gov.uk) and cc’d to the responsible Council Contract / Grant manager.

Organisations in scope for sustainability support are defined as “VCSE organisations located within the District and/or delivering substantial value to the District”

*Blue text is for guidance purposes.*

**Section 1**

|  |  |
| --- | --- |
| **VCSE details** | |
| **Organisation** | *Name and address of VCSE organisation requesting support* |
| **Contact details** | *Name, job title, email address and telephone number* |
| **Date of request** |  |

**Section 2**

|  |  |
| --- | --- |
| **Contract / Grant details** | |
| **Description** | *Title. Brief description / purpose of the contract / grant that support is being requested for.* |
| **Start / current end date** | *Start / current end dates of this contract / grant* |
| **Total value** | *Total value of current contract / grant* |
| **Extensions available** | *Any extensions available* |

**Section 3**

|  |
| --- |
| **Description of support requested** |
| *Describe the support being requested from the Council including timescales and total value of any payments being requested (as appropriate).* |
| **Organisation sustainability** |
| *Describe how this support (if approved) will aid the sustainability of your organisation.* |
| **Additional information / comments** |
| *Provide any other information that will assist the Council to consider this request.* |

**For completion by the Council.**

**Section 4**

|  |
| --- |
| **Procurement Service - Comments** |
|  |
| **Finance - Comments** |
|  |
| **Contract / Grant Manager - Comments** |
|  |
| **Contract / Grant Manager – recommendation to Assistant Director (approve / reject)** |
| *State recommendation and reason why.* |
| **Assistant Director / Authorised Officer - decision on recommendation** |
| *Comments* |
| **Signed** |
|  |
| **Job Title** |
|  |
| **Date** |
|  |

**Section 5**

**Contract / Grant Manager to complete**

|  |  |
| --- | --- |
| **Date decision notified to VCSE organisation** |  |
| **Date variation signed by both parties (if approved)** |  |
| **Date final version of this form sent to Procurement Service** |  |

*.*