**Project Partnership Agreement**

**Glasgow’s Holiday Programme**

**Summer 2025 - Spring 2026**

1. **Purpose of the Partnership Agreement**

This Partnership Agreement will help to ensure that the Organisations named below will work together to deliver a Glasgow’s Holiday Programme, providing nutritious food and healthy activities to children/young people.

The partnership will bring together local knowledge and experience required to deliver a robust, non-stigmatised programme.

**2.0 Status of the Partnership Agreement**

This Partnership Agreement is not a legally binding document or a contract. It is a mutual agreement between those who decide to endorse its principles and commitments to action. Its authority derives entirely from the respect accorded to it by the partners and from the extent to which it influences future decision-making and developments.

**3.0 Members**

The members of the Partnership Agreement are:

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| **Contact name** | **Organisation** | **Telephone No** | **Email** |
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**4.0 Project Partner Responsibilities**

**4.1 Lead Partner**

Overall responsibility:

* Applying to the Glasgow’s Holiday Programme lies with the lead partner. They will be responsible for collating all information and completing the application documents and ensuring that all partners meet the standards and conditions of the Programme.
* Managing the financial system of the project and returning any underspend to Glasgow City Council.
* Monitoring of the project by gathering monitoring information from all partners and collating reports for Glasgow City Council.
* Detailing timescales to all partners for provision of application, monitoring and financial information.
* Communicating all correspondence from Glasgow City Council to subsidiary partners.
* Ensuring that all delivery partners sign up to this Project Partnership Agreement and fulfil this agreement.

**4.2 Subsidiary Partners**

* Each Organisation within the partnership is responsible for providing required information to the lead partner in the timescales provided.
* Each Organisation is responsible for adhering to the financial processes and procedures put in place by the lead agency at the beginning of the project.
* Each Organisation is required to fulfil the conditions of grant stipulated on the award letter; failure to meet conditions of grant could result in suspension or removal of award.
* Each Organisation is required to adhere to this partnership agreement which they have signed up to for this Project.

**5.0 Declaration**

**5.1 Lead Partners**

I confirm that my organisation will fulfil and comply with the responsibilities identified at Section 4.1.

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| **Signed:** |  | **Designation:** |  |
| **Date:** |  | **Organisation:** |  |

**5.2 Subsidiary Partners**

I confirm that my organisation will fulfil and comply with the responsibilities identified at Section 4.2.

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