

LEEDS CITY COUNCIL  
Civic Hall  
Leeds  
LS1 1UR

05 December 2022

Dear Sirs

### Mayor's Cost of Living Emergency Fund – Tranche 1 Grant Offer Letter

On 21<sup>st</sup> October, the Mayor's Cost of Living Emergency Fund (the "**Fund**") was announced to support the key regional ambition of delivering an inclusive economy.

The Fund is part of a regional package of targeted measures agreed by West Yorkshire Mayoral Combined Authority (the "**Combined Authority**") in response to the cost of living and doing business crisis.

This letter confirms that, as part of the first tranche of the Fund, £323,950 (the "**Grant**") is to be allocated to LEEDS CITY COUNCIL (the "**Partner Council**") for the period November 2022 to April 2023. It is anticipated that a second tranche of funding (the amount to be confirmed subject to the Combined Authority's internal assurance and approval processes) will be finalised in the new year covering the period May 2023 to May 2024.

In accepting the Grant, the Partner Council agrees to the following conditions:

1. The Grant shall be used to provide emergency local services and support during the cost of living crisis, specifically food banks/parcels, warm places/ banks, and advice and support such as mental health and debt.
2. The nature and blend of the services and support delivered using the Grant is to be locally determined following approval by the Combined Authority and commissioned through the local Voluntary, Community, and Social Enterprise ("**VCSE**") sector.
3. The target beneficiaries of the funded support are to be the following:
  - a. workless households (i.e. those households where at least one person is aged 16 to 64 and is either unemployed or economically inactive), and
  - b. those experiencing in-work poverty.
4. A minimum of 1,080 unique target beneficiaries in total are to be supported, and appropriate and legally compliant systems for keeping a record of this information must be in place.
5. The following beneficiary related information will also be collected:
  - a. nature of the support received (eg warm bank/space session)
  - b. financial value of the support (estimated where appropriate)
  - c. other key beneficiary information as far as possible, including ward, gender, ethnicity, and disability.

6. Data will be collected (including case studies) to enable the timely evaluation of Fund impacts to be undertaken by the Combined Authority, such as:
  - a. improved health and wellbeing,
  - b. increased aspirations/motivation/participation,
  - c. reduced barriers to inclusion and employability, and
  - d. any wider social benefits (eg referrals to access other support services)
7. It is expected that the activities and services to be funded will be complete by April 2023, unless an extension has been approved by the Combined Authority in accordance with its internal procedures.
8. Where assistance is to be awarded to beneficiaries, or other VCSE organisations, through a grant process (eg administered by a VCSE infrastructure organisation), no more than 10% of the Grant or allocated part of the Grant can be used to cover grant administration costs.
9. The Partner Council and its VCSE partners will work collaboratively with the Combined Authority on joint communications activities to publicly recognise the Mayor's role, including:
  - a. events, press notices, reports, and social media, and
  - b. the use the Mayor's logo on web sites and other marketing collateral.
10. The Partner Council will nominate a senior officer representation onto a Project Board which will meet up to monthly until May 2024, including to provide proportionate oversight of the Fund and to share best practice and learning.

By signing this letter the Partner Council agrees that any payment of the Grant is subject to the above conditions.

Should you have any queries or points of clarification related to this agreement, please do not hesitate to contact James Flanagan, [james.flanagan@westyorks-ca.gov.uk](mailto:james.flanagan@westyorks-ca.gov.uk) in the first instance.

Yours faithfully

**Javid Daji**  
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**On behalf of the Partner Council I confirm acceptance of the terms set out or referred to in this Grant Offer Letter.**

Signed: .....(Authorised Signatory)

Name: .....

Position: .....

Date .....