



EPIC ENTREPRENEURS C.I.C. ('EPIC') Memorandum of Agreement ('MOA') for EPIC Young Business & EPIC Alumni Programming

1. Background

- 1.1. EPIC ENTREPRENEURS C.I.C. (Company number, 15803423) has selected you, herein after called 'the grantee' to take part in the EPIC Young Business and EPIC Alumni programme to establish the expansion of their business.
- 1.2. The grantee will take part in the EPIC Young Business programme commencing from the date of this agreement and lasting for a minimum of 3 months, which will aim to develop and/or launch the grantee's business.
- 1.3. The grantee will have access to a grant of up to £500 to participate in this programme and achieve this aim. This grant and the accompanying programme of work will be supported by an assigned Programme Coordinator and Business Mentor alongside other appropriate experts.

1.4. Use of Grant

- 1.5. An agreement to this MOA must be completed as part of the application process from EPIC ENTREPRENEURS C.I.C. Without agreement to this MOA the grantee will not be able to begin the programme, and may be asked to reapply for the programme at a later date. By signing and agreeing to this MOA on the application form, the grantee confirms that to the best of their knowledge the information given in the completed application, financial and business plans, application, and panel meeting is accurate and it is agreed that they will adhere to the terms and conditions set out in this MOA.
- 1.6. The grant may be used only for the purposes outlined in the financial and business plan and agreed by the grantees Programme Coordinator, and/or Business Mentor. If the grantee is unable to use the grant for the specific purpose for which it was intended, the grant may be withdrawn.
- 1.7. The grantee agrees and accept that there will be no applications or acceptance of duplicate funding in respect of any part of the project or any related administration costs that EPIC are funding in full unless there has been prior agreement with the Programme Coordinator and/or Business Mentor.

- 1.8. Both parties acknowledge that projects sometimes change as they develop. If any significant changes need to be made to the project's scope or scale, before or during implementation, or if the project's timetable is delayed, it must be discussed in advance, and the grantee must obtain written approval for any variations from their Programme Coordinator. Where changes are made without our agreement, EPIC reserves the right to reclaim any funds that have not been used for the intended purpose.
- 1.9. The project must start within 10 days of the date of the MOA, unless otherwise agreed by both parties in writing. All delays to the project must be raised with the Programme Coordinator in a timely fashion.
- 1.10. The grant must be spent on the agreed project within the time specified in this MOA, unless otherwise agreed by EPIC in writing.
- 1.11. The grant offered by EPIC to the grantee will only be paid when specific conditions have been met. Such grants must be claimed in writing with evidence of the need for the grant funding.
- 1.12. EPIC reserve the right to withhold payment of any grant if sufficient evidence is not given or it is believed that the grantee is not in a position to use the funds.
- 1.13. The amount of the grant will not be increased in the event of any overspend by the grantee in the delivery of the project.
- 1.14. This programme is designed for people with little or no previous entrepreneurial experience; in order to maximise potential success, in addition to the grant, EPIC will provide business mentoring, training and access to business expertise. The grantee is expected to attend all sessions outlined in their project plan, as well as regular agreed meetings with their Business Mentor, Programme Coordinator and Pastoral Mentor if applicable. Failure to attend to the requirements of the programme as set out in the timeline may result in funding and support being withdrawn.
- 1.15. EPIC's liability in relation to the project is limited to payment of the grant.
- 1.16. The grantee must seek out and adhere to all relevant statutory guidelines and legislation relating to the activities their business will undertake.

2. Reporting

- 2.1. Progress reports must be provided to the Programme Coordinator using the agreed format. Evidence of project delivery is a requirement of the grant. Progress reports are required at monthly intervals from the date the MOA is signed, until completion of the project. These timescales must be adhered to, and EPIC reserves the right to ask for more frequent reports if it is deemed necessary.
- 2.2. If the grantee does not provide progress reports as required, EPIC reserve the right to reclaim any grant funding given at that date and suspend or terminate the agreement.

- 2.3. EPIC requires confirmation of the expenditure funded by the grant. All receipts for spending must be provided in a timely fashion to the Programme Coordinator.

3. Documentation

- 3.1. Proper accounts must be kept for the project supported by the EPIC grant. These must be available for inspection at any reasonable time.
- 3.2. Grantees must keep grant paperwork for a minimum of six years from the end of the fiscal year in which the grant was made.
- 3.3. Grantees must sign and agree to the EPIC core values and behaviours [*Appendix 03*]. If at any time these are not adhered to support could be withdrawn.

4. EPIC Alumni

- 4.1 Participants in the EPIC Young Business Programme transfer into the EPIC Alumni Programme after the official completion of the Young Business Programme.
- 4.2 Upon transferring to the EPIC Alumni Programme, EPIC Young Business Entrepreneurs will continue to receive business mentoring and coaching on an informal basis from the EPIC team.
- 4.3 Timescales for this move will vary between participants and be finalised through discussions with Business Mentors and your Programme Coordinator.
- 4.4 EPIC Alumni members agree to the equivalent of **1 hour per month (Total of 12 hours per year)** of mentoring to participants of the EPIC Young Business Programme if requested by the EPIC team, and if reasonable to do so. Through peer-to-peer mentoring Alumni members can share similar experiences.
- 4.5 All participants, businesses and information compiled throughout the Alumni period as well during the Young Business Programme can be used in marketing and communications to promote both EPIC and the businesses in subject.
- 4.6 There may be additional requests from EPIC and your Programme Coordinator around promotion, events and requirements to share information about your business or participants. Discussions and notice will be given, if this is required.
- 4.7 Timescales for length of Alumni membership and mentoring to Young Business Programme Participants is dependent on discussions with Programme Coordinator; it will be a minimum of **12 months or until the participant reaches the age of 26.**

5. Communications/Transparency

- 5.1. An acknowledgement of the source of this grant must appear in all publicity or literature concerning the project EPIC has funded, unless otherwise agreed.

- 5.2. The grantee will consult EPIC in advance in relation to any other public acknowledgement of EPIC's support for the project, for which prior written approval will be required.
- 5.3. Unless otherwise agreed, the grantee will use the EPIC logo in accordance with EPIC's brand guidelines.
- 5.4. EPIC and all group and associated companies may publicise its involvement with project and the grant funding provided for any purpose.
- 5.5. Throughout the programme all parties must act in a professional manner at all times. This includes attendance of scheduled meetings, punctuality, courtesy, internal and external communications including social media. Failure to adhere to this could result in the termination of this agreement.
- 5.6. As noted, 5.2 of this agreement, grantees will be expected to take part in EPIC promotional materials and communications as needed.

6. Intellectual Property and Confidentiality

- 6.1. The grantee may not transfer or assign any part of the grant or any rights relating to it to another organisation or individual.
- 6.2. The grantee must ensure you have appropriate security measures in place to protect the personal data you hold. This is the 'integrity and confidentiality' principle of the General Data Protection Regulation (GDPR), also known as the security principle.

7. Suspension or Termination of Grant/Repayment of Grant

- 7.1. EPIC reserves the right to suspend payment of all or part of the grant at discretion and/or if an investigation into the any concerns of the grant are needed EPIC accept no liability for any consequences, whether direct or indirect, of a suspension, even if the investigation finds no cause for concern.
- 7.2. EPIC reserve the right to terminate the Grant in the following circumstances;
 - 7.2.1. the grantee acts in a way in which in our reasonable opinion has the potential to damage materially our brand, reputation, or goodwill.
 - 7.2.2. the grantee fails to inform us of any issues you are aware of throughout the duration of the project which could damage our reputation.
 - 7.2.3. the grantee or any other person or organisation acting for the grantee gave us or gives us any significantly misleading or inaccurate information, whether deliberately or accidentally, during the application process, or during the project.
 - 7.2.4. the grantee fails to be in contact with EPIC for a period of more than 30 days OR misses more than two meetings OR fails to produce two consecutive reports during participation in the Young Business Programme.

8. General

- 8.1. EPIC accepts no liability for any consequences, whether direct or indirect, that may arise from the running of the grantees project, the use of the grant, or from suspension or termination of the grant.
- 8.2. If the grantee pays any amount of the grant to a third party, the grantee has sole control over their selection and are responsible for ensuring that they use the grant in compliance with these terms and conditions.

9. External Relations

- 9.1. The grantee may be asked to share or take part in photographs and videos that will be used in promotional activity for EPIC.
- 9.2. The grantee is expected to take part in promotional activities, either as the grantee, or as the business which has been funded. If this is not possible for the grantee for any reason, this must be discussed and agreed prior to the signing of the MOA. Declining promotional activities can be grounds for the suspension of this agreement. This includes
 - 9.2.1. Ensuring that EPIC funding is acknowledged on all media platforms of the business.
 - 9.2.2. On the launch of the business, the grantee participates in EPIC's promotion of this launch and acknowledge EPIC's support of the grant on social media platforms as requested.