

Collaboration Agreement for Support from the Sanjay Mortimer Foundation (SMF)



1. Definitions

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| Charitable Purposes (Objects) | Means for charitable purposes, namely: The Charity's Objects are: "The advancement of education of engineering for the public benefit for those who are neurodivergent up to the age of 25, through the provision of specialist advice and support in relation to neurodiversity and engineering, the better to fit neurodivergent people for the practice of engineering." |
| Organisation, Collaborator, or "We" | The Organisation or Collaborator who is applying for the SMF Support, in conjunction with the SMF Star, referred to as "we". This is likely to be a school, after school club, holiday club, makerspace, fablab, university, company, or in the absence of an organisation, a parent. |
| SMF | The Sanjay Mortimer Foundation, referred to as "you". |
| SMF Offer Letter | Successful candidates will be issued with an "SMF Offer Letter" detailing the support ("SMF Support") that will be provided to the beneficiary. It may include funding for courses, specific resources & equipment, any work placements etc. |
| SMF Star | The beneficiary of the "SMF Support". |
| SMF Support | Means funds, resources, work experience &/or any alternative support which the "SMF Trustees" feel would further the education of the "SMF Star" within their chosen STEM field. Details of which can be found in the "SMF Offer Letter". |
| SMF Support Agreement | This is made up of this "Collaboration Agreement" and the "SMF Offer Letter" |
| Collaboration Agreement | The Standard Terms & Conditions for SMF Support from the Sanjay Mortimer Foundation (this document). Laying out the expectations of all parties. |
| SMF Trustees | The Trustees to the SMF. |
| the Resources | The SMF may be able to donate resources (equipment, software, 3D printers, tools, assistive technology etc.) to the Star, for the "SMF Stars" to use/learn on. Details of any resources donated will be provided in the "SMF Offer Letter". |

2. General

We understand and agree that:

- 2.1 Details of the SMF Support will be found in the SMF Offer Letter.
- 2.2 The SMF Support Agreement is subject to this Agreement and the SMF Offer Letter, which may stipulate additional conditions.
- 2.3 Our organisation agrees to abide by the SMF Support Agreement by signing this Collaboration Agreement.



3. Purpose and use of the SMF Support Agreement

- 3.1 The SMF Support Agreement is intended to ensure that the SMF Support is used solely for the charitable purposes for which it was awarded.
- 3.2 We will ensure the SMF Support is made only for the purposes outlined in the SMF Offer Letter and will be exclusively for the beneficiary.

4. Organisation/Collaborator/Parent

- 4.1 If we are an organisation, we will make sure that all relevant staff (employees and/or volunteers) receive a copy of this agreement, and its contents brought to their attention.
- 4.2 We will get written agreement from you before making any change to the SMF Support.
- 4.3 We will ensure that we are properly constituted, well-regulated, and sufficiently established to provide full support to the SMF Star throughout the entire SMF Support duration.
- 4.4 We will acknowledge your support on our social platforms, website, and other relevant materials and agree to display a logo, provided by the SMF, for a minimum term of 3 years.
- 4.5 We agree to help spread the work of the SMF and where relevant, be on the lookout for more potential SMF Stars.
- 4.6 We agree to act lawfully and let you know promptly about any fraud, other impropriety, mismanagement, or misuse in relation to the SMF Support.
- 4.7 We will put in place procedures to avoid any conflict of interest arising in the provision of goods and services provided, in relation to the SMF Support.
- 4.8 When working with children, young people, vulnerable people or adults at risk, we will adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law.

5. Receipt of funding

In cases where an SMF Star will receive funding, we understand that:

- 5.1 The SMF will directly purchase any SMF support e.g. courses, equipment, training, accommodation, travel cards etc for the Star, they will not issue funds to the Collaborator or Star for them to purchase this support.
- 5.2 We agree to provide the SMF with e.g. contact details, addresses, links to the support for purchase.
- 5.3 All invoices are to be made out to the Sanjay Mortimer Foundation at their registered address.
- 5.4 We understand that payment will not be made until all documentation is signed.
- 5.5 The official start date of the SMF Support is the date at which payment is made or the start of the course, whichever is first.
- 5.6 All payments are subject to the necessary funds being available within the SMF.

6. Receipt of resources

In cases where an SMF Star will receive resources, we understand that:

- 6.1 We will provide the correct address for any resources to be sent and that the SMF will cover all shipping costs.



- 6.2 We will be responsible for all donated resources and take full liability for training users in their safe use and for any ongoing maintenance and repair.
- 6.3 The official start date of the SMF Support is the date at which the resources are received. In instances where funding &/or resources &/or additional support are being provided, the start date will be from the arrival of whatever is first.
- 6.4 In instances where resources or equipment are donated and kept at our organisation, rather than at the Star's place of residence, incidental benefit to other members of the organisation is likely to occur. It is our responsibility to ensure the primary benefit accrues to the beneficiary and we take liability for ongoing maintenance and repair.

7. Provision of Work Experience / Placements / Apprenticeship

In cases where we are providing a work placement, we confirm that:

- 7.1 We have implemented policies that fully comply with all legal, safety, and employment requirements for engaging young people (ages 14-25) in work experience, placements, or apprenticeships. These policies cover, but are not limited to, adherence to minimum age regulations, health and safety standards, working hours limitations, payment obligations, appropriate insurance coverage, safeguarding protocols, and formal agreements for each placement.
- 7.2 We will take proactive steps to accommodate the needs of neurodivergent individuals, ensuring an inclusive and supportive environment. This includes, but is not limited to:
 - i. Adhering to the Equality Act 2010, which requires employers to make reasonable adjustments to eliminate any disadvantages neurodivergent individuals may face. This may involve adjustments to the working environment, flexible working hours, the provision of assistive technology, and the use of alternative communication tools.
 - ii. Providing relevant training for staff to increase awareness and understanding of neurodivergence.
 - iii. Offering mentorship and ongoing support to ensure the individual feels guided and valued.
 - iv. Maintaining confidentiality and respecting the individual's privacy regarding their neurodivergence.

We understand that:

- 7.3 The SMF may ask to visit our premises prior to a placement and to review these policies and guidelines.
- 7.4 The SMF will cover all transport and accommodation cost for the SMF Star to attend a work placement with us.

8. Monitoring reporting and information management

- 8.1 We will complete and return monitoring reports, using the forms and/or instructions you provide. We will do this in accordance with your specified timescales and we will update you on the progress of the SMF Support on request, both during and after the end of the SMF Support.
- 8.2 We agree to share specific outcomes achieved by the SMF Stars, such as academic achievements, certifications earned, projects completed, and skills acquired. We recognise that this helps demonstrate the tangible results of the support provided.



- 8.3 We agree to report on soft impact through behavioural changes and personal development of SMF Stars.
- 8.4 We will be available for meetings with you if required and allow full and free access to such records as necessary for you to monitor the SMF Support and meet your legal obligations.
- 8.5 We agree to provide feedback and testimonials from ourselves, the SMF Stars, and any other stakeholders involved that we have contact with. We recognise this feedback helps evaluate the effectiveness of the support programs and identifies areas for improvement.
- 8.6 So that the SMF can continue supporting Stars, we will consider supporting the SMF Charity in our fundraising initiatives and events.

9. Withholding, suspending and repayment of the SMF Support

- 9.1 We understand that you are entitled to suspend or terminate the SMF Support and/or require us, or the beneficiary, to repay all or any of the support, or return resources, in any of the following situations. We must let you know if any of these situations have occurred or are likely to occur:
 - v. We use the SMF Support in any way other than as approved by you or fail to comply with any of these conditions.
 - vi. We have supplied any false or misleading information to the SMF, either on application or after award of the support, act dishonestly or are under investigation by you, a regulatory body, or the police.
 - vii. Our organisation becomes insolvent or goes into administration, receivership, or liquidation.
 - viii. We receive any funds or resource incorrectly either because of an administrative error or otherwise.

10. Data protection & Confidentiality

- 10.1 The SMF would like to promote the SMF work in the form of case studies on their website and other media channels (social media, adverts, posters etc). They recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public without prior approval from the SMF Star &/or their guardians, except as required by law.
- 10.2 We reserve the right to make public the name of your organisation and the broad nature of our offer, but we won't disclose the detail except in confidence to our advisers and as required by law and/or by regulators (e.g., Charity Commission)
- 10.3 For more information on data protection please see our [SMF Private Policy](#).



11. Signatures

Signed on behalf of the **Sanjay Mortimer Foundation**

Signed
Printed Name Teula Bradshaw
Position CEO
Date
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Signed on behalf of

Signed
Printed Name
Position
Date
.....