



CIVIC PRIDE FUND 2016 - 2017
TERMS AND CONDITIONS

Name of Grantee	
Amount Awarded:	

If you have any queries about our requirements set out below please discuss these with Harriet Steele, the Project Support Officer (Voluntary Sector), before signing these Terms and Conditions.

Purpose of Grant:

1. The grant is made only for the purposes set out in the application to which it relates.
2. Grantees must agree with the Voluntary Sector Liaison Unit a Project Plan which sets out specific activities, outcomes and eligible costs under this funding within 12 weeks of the level of grant being confirmed. Failure to do so will result in the offer of grant being withdrawn.
3. Grantees must receive written permission in advance from Voluntary Sector Liaison Unit before making any significant variations to the agreed Project Plan.
4. The London Borough of Richmond upon Thames reserves the right to claim back any grant or part of a grant which has not been used for the purposes agreed. Organisations **must** inform the Voluntary Sector Liaison Unit of any under spend in a grant and any decision to claim back the grant or any part of the grant shall be at the sole discretion of Voluntary Sector Liaison Unit.
5. The grant may not be used for lobbying designed to promote or oppose any political party or political cause or otherwise engage in party political activity.

Records:

6. Grantees must keep proper and up to date records and accounts that show how the grant from the London Borough of Richmond upon Thames is being used. Your financial records showing how this grant is being used must be available to the London Borough or Richmond upon Thames for inspection at reasonable notice.
7. The funding from the London Borough of Richmond upon Thames must appear separately identified in your accounts as restricted. In addition, Section 37 of the Local Government Act & Housing Act 1989 requires organisations receiving a grant or loan of £2,000 or more from a local authority to make a statement, in writing, of the use to which the grant/loan was put within 12 months of it being made. To comply with this condition of grant **ALL** grantees must ensure their accounts show:
 - the amount of grant received during the year and the purpose of the grant as specified in their Funding Agreement, or offer letter.

- that the entire grant is restricted for the purpose set out in the Funding Agreement or offer letter.
- if the grant has been underspent.

In addition grantees must provide a Section 37 statement confirming that the grant was fully used for the purpose(s) for which it was awarded. This must be signed by the Chief Executive, Chair, Treasurer or Company Secretary.

8. Audited accounts (or such accounts as are contained in Part IV of the 1993 Charities Act and supporting regulations, SORP 2000 and SORP 2005 or the Companies Act 1985) covering the period(s) during which the grant was used must be sent to the Voluntary Sector Liaison Unit within 10 months of the end of the financial year.

Acknowledgement:

9. The London Borough of Richmond upon Thames expects Grantees to acknowledge its support wherever appropriate and will supply a logo for this purpose.

Websites or pages about the funded project or organisation should feature the London Borough of Richmond upon Thames logo. Please contact your Voluntary Sector Project Support Officer for further guidance.

10. Grantees **must** acknowledge our support in their Annual Report.

Policies and Procedures:

11. Organisations working substantially with children and vulnerable adults must have in place an appropriate policy in the following area within 3 months of the beginning of the grant year:

- **Protection of Children, Young People and / or Vulnerable Adults:** Grantees are responsible for being fully aware of issues about protecting children and vulnerable adults. You must consider any possible associated risks involved in the activities funded by the London Borough of Richmond upon Thames and take appropriate action to protect everyone involved.

You must adopt and implement a written policy and set of procedures to protect children, young people and / or vulnerable adults. As part of these procedures, you should check the backgrounds of any of your organisation's staff (including trustees and volunteers) who are working in childcare positions, whether this work is formal or informal. You must make any 'disclosures' as described in the Protection of Children Act 1999.

You should do all this even if you are not a regulated childcare provider and have to do so by law.

Guidance on the development and implementation of all of these policies is available from the Voluntary Sector Liaison Unit.

Monitoring and Evaluation:

- All funded groups are required to produce a monitoring report at the end of their project detailing whether their outcomes and targets were achieved and funds spent in accordance with the grant offer.

Standard Payment Terms:

12. Payment of grant will normally be paid on return of signed terms and conditions of grant
13. All grant funds must be spent within 12 months of the date that the grant is formally awarded i.e. the date of the grant confirmation letter.

General Conditions:

14. Grantees must operate within any relevant government legislation or regulation (including relevant Charity and Company law), especially when employing staff.
15. Organisations will be expected to repay grants if they are found to have acted fraudulently or negligently or are dissolved (including under the 1993 Charities Act), wound up (under the Insolvency Act 1986 or the Charities Act 1993), disbanded, are put into insolvent liquidation, or if the Commissioners use their powers to establish a Scheme for the administration of the Charity under Section 16(1) (a) of the 1993 Charities Act or otherwise cease to operate. Any decision to claim back the grant or any part of the grant shall be at the sole discretion of the London Borough of Richmond upon Thames. Grants are also repayable if the application was completed fraudulently.

Special Conditions:

Declaration on behalf of the organisation’s committee and agreement to Terms & Conditions of Grant: The Chair, Secretary or Treasurer of the organisation must complete this section.

I confirm that the governing committee has authorised this application, which relates to funding of activities within our constitutional remit. I hereby agree to the Terms & Conditions of Grant as stated within this document.

Full name	<input type="text"/>	Position	<input type="text"/>
Signature	<input type="text"/>	Date	<input type="text"/>

Please return this form with your signed Grant Acceptance form to:

Harriet Steele, Project Support Officer (Voluntary Sector)
Tel: 020 8487 5259 Email: harriet.steele@richmond.gov.uk
Voluntary Sector Liaison Unit, 3rd Floor, Civic Centre,
44 York Street, Twickenham, TW1 3BZ