



## Terms and Conditions of Financial Grants

Please read the below terms and conditions of grants – by signing them you are confirming that you have read and understood them. Please keep a copy of these conditions for your own records.

### 1. Purpose of grant

The grant will be used for the sole purpose/s as stated on the application form. If we want to make any change to the activity or budget we will contact Wickersley Parish Council in advance to ask if this is possible and confirm the changes in writing. If for any reason this is not possible, the money must be returned to Wickersley Parish Council.

### 2. Maintaining records

We will keep all receipts and records of expenditure for six years after the end of our project and any records of tax and salaries for seven years.

### 3. Assets

Any assets bought with a Wickersley Parish Council grant cannot be sold, disposed of or given away to any other group or individual without prior approval in writing of Wickersley Parish Council. On dissolution of our group any assets the Council does not require to be returned to it must be distributed to another local group with similar charitable aims.

### 4. Reporting and monitoring

We will report on the progress that we make as requested, and understand that officers of Wickersley Parish Council or their auditors may wish to visit us and check our financial, employment and other records.

We will complete and return the End of Grant Report at the end of the project or when requested, whichever is the sooner.

### 5. Legal Duties

We will make sure that we shall comply, at all times, with any relevant legislation and adopt good practice in ensuring safety measures within our project such as planning, licensing, employment, health and safety, insurance, equal opportunities legislation and DBS checks.

### 6. Liability

The grant recipient accepts liability relating to the projects it undertakes and releases Wickersley Parish Council from any and all liability. Any grant awarded by Wickersley Parish Council will be done so on the basis of information supplied at the time of the application. If any information is subsequently found to be misleading, inaccurate or false then the grant must be paid back to Wickersley Parish Council in full.

### 7. Insurance

We will make every reasonable effort to ensure that we take out appropriate insurance for the group and its activities; including public liability and insurance for equipment. If required documentary evidence can be produced to show the policy or policies are properly maintained.

## 8. Equal Opportunities

We will make every reasonable effort to ensure that equal opportunity principles and approaches are central to the development of the project. We will do this by making sure that we build equal opportunity good practice into all aspects of the work of our project. We will make every effort to ensure that all the people in our area who are entitled to take part in our activities know about our project and are welcome.

## 9. Child Protection

Every child and young person has a right to be safe and happy in the activities in which they participate. Wickersley Parish Council is committed to ensuring that any activity for children and young people that is supported by it, has in place and implements child protection procedures.

## 10. Publicity

We will acknowledge Wickersley Parish Council as the funder on relevant publicity and documents.

Declaration			
<b>It is essential that you understand and agree to sign up to the grant Terms and Conditions before funding can be released. Please note that if you leave the organisation or can no longer fulfill your responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation, you must inform us immediately.</b>			
1. We are authorised to accept the grant on behalf of the organisation named below.			
2. We certify that the information contained in this application is correct.			
3. If the information in the application changes in any way we will inform Wickersley Parish Council immediately.			
4. We agree to abide by the terms and conditions outlined as above.			
<b>Name of organisation</b>			
Name of person accepting the grant funding		Role	
Signature		Date	
Name of Committee member		Role	
Signature		Date	