

## **Ashford Borough Community Grants Fund (Great Big Green Week event grant)**

### **Standard Terms and Conditions of Funding**

If you accept our Offer of Funding and/or claim your grant, you will be subject to our Standard Terms and Conditions below, and any additional conditions stated in your Offer

1. This money will be used as stated in your funding application, and for no other purpose, otherwise ABC reserves the right to withhold payment. Our funding cannot be added wholly or partly to your reserves.
2. If expenditure on the grant-aided aspect of your project is less than stated in your application, the grant amount paid to you may be reduced accordingly.
3. The grant must be drawn down within 12 months of the date of this Offer of Award or within a specified time period agreed in writing by ABC
4. Payment will be made by BACS when ABC receives a completed Financial Return form *and a* Project Monitoring form (enclosed with this offer) *and* copies of paid invoices or receipts for the grant-aided aspects of your project. These should be attached to the Financial Return form.
5. ABC will not, in usual circumstances, make interim payments nor provide the grant in advance of completion of the project or the event taking place.
6. You will keep all financial records and accounts, including receipts for items purchased with ABC funding, for at least three years from the Offer of Funding. You will make these available to ABC on request. This does not release you from your statutory obligations to keep records for longer periods
7. You will show ABC funding separately in your published financial accounts and allow ABC access to your financial records for the funding period, on request. You will also acknowledge the grant in your annual report for the funding period.
8. It is your responsibility to ensure that all publicity materials, advertisements, press releases and programmes relating to the project/ event for which this assistance is offered shall bear the ABC logo. In special circumstances, when the logo cannot be used, the following words must be used: "supported by Ashford Borough Council".
9. You will allow ABC to use your name and the name and details of your project in its own publicity materials.

10. You will not sell any equipment or other assets purchased with the grant without ABC's prior written permission.
11. If you cease to operate, are dissolved or insolvent; where claims are found not to relate to the project approved; or there is any breach of this contract, ABC reserves the right to take action to recover any money paid or to withhold any part of the grant
12. Your constitution will include a dissolution clause stating that in the event of winding up, any remaining or surplus funds or assets will be passed to an organisation with similar charitable objects and aims, and you agree to notify ABC in writing
13. You will allow entry to the Council's auditors in the event that they wish to audit your organisation's activities at any time within the funding period.
14. You will allow entry to the Council's Funding and Partnerships Officer in the event that he/she wishes to visit the project to ensure compliance with these conditions of funding
15. You will notify us immediately in writing if you intend to move to new premises.
16. You (the organisation/applicant) will ensure that all practitioners employed or contracted by you who come into contact with children and young people (under 18 years of age and 'vulnerable' young people under the age of 24) in their everyday work is familiar with and follow your organisation's procedures and protocols for promoting and safeguarding the welfare of children, and that you (the organisation/applicant) assures the Council that your procedures and protocols are in accordance with Ashford Borough Council's Safeguarding Children Policy and Procedures that can be viewed on [www.ashford.gov.uk](http://www.ashford.gov.uk)
17. If your project or service intends to process personal information you must ensure compliance with relevant data protection legislation.