



Conditions of Grant Aid

DATE OF CONDITIONS

1 ST April	to 31 st March
-----------------------------	---------------------------------

Organisation Reference No:
Project:
Address:

Please read these conditions carefully as they set out the basis on which the Council will grant aid your organisation. Ensure the document is signed as required in Paragraph 9 and then return it to the funding Community and Partnership Division. On the basis of your agreement to the conditions and procedures, grant aid will be confirmed, and a copy of this document, countersigned by a Council Officer, returned to you.

1. Funding must be spent in accordance with the planned expenditure outlined in the application form submitted to, and approved by, Wyre Forest District Council.

2. Use of grant

Any grant paid under this agreement must be used solely for the purpose applied for and agreed, and the Council's prior written agreement must be obtained for any intended variation in the use of grant. The awarding of this grant does not preclude the grant recipient from campaigning or acting as an advocate within the law.

3. Insurance

You must have appropriate insurance cover for the organisation funded, its assets and property for the period over which the grant is to be applied and you must provide evidence of such insurance cover if asked to do so by the Council.

4. Financial Statements

A statement of income and expenditure relating to the organisation must be submitted annually to the Council, along with appropriate documentary evidence in support. The statement should be signed and dated by 2 people with authority to sign on behalf of the project, certifying it as a full and complete record of all the financial transactions relating to the project for that year.

Where applicable, a final Project Report, including a Financial Statement, for the project as a whole shall be submitted to the Council within 3 months of completion of the Project.

5. Legislative Requirements

You must ensure that you act within the law and specifically that you:

- (i) Do not discriminate, directly or indirectly, in relation to equalities legislation. A full list of relevant sections is available from Wyre Forest District Council.

- (ii) Comply with employment legislation and have regard to the codes of practice of any bodies appointed by government to oversee equalities legislation, relevant Government Directorates and other similar agencies specified by the Council in relation to equalities issues.
- (iii) Comply with relevant Health and Safety legislation

6. Rights of Access and Information

You must allow duly authorised Council Officers to visit the funded organisation to inspect your financial and other records, at any reasonable time, and provide all additional information or documentation as reasonably requested by them.

7. Protection of Children and Vulnerable Adults

All organisations working with children and young people must have child protection procedures which are consistent with the child protection procedures of the Worcestershire Safeguarding Children Board, and ensure that these procedures are followed. (Advice on this matter is available in the first instance from Wyre Forest District Council).

8. Failure to comply with Grant Conditions

If the Council is required to investigate the affairs of an organisation, grant payments may, at the discretion of the Council, be suspended and you may be required to repay any grant you have received.

YOU MUST ENSURE THAT THE GRANT IS SPENT AS AGREED AND ON TIME

9. Acceptance of Grant Conditions

We accept the grant detailed below, on the terms and conditions set out in this document.

On behalf of the Organisation	(1)	(2)
Signature	_____	_____
Name (please print)	_____	_____
Position in Organisation	_____	_____
Date	_____	_____

On behalf of Wyre Forest District Council

Name (please print) _____
Position _____
Date _____
Contact Officer _____
Contact Number _____

Funding
Budget _____
Financial Year 20 / _____
Grant Awarded £ _____
Grant Reference Number _____
Legal Power for Grant _____