



Standard Terms & Conditions for applying for and accepting a grant or investment from Bolton CVS

Definitions

“We” “our” and “us” refer to Bolton Community and Voluntary Services. “you” and “your” refers to the organisation making an application or receiving the grant bound by these terms and conditions.

The “project” means the work that we are awarding the grant for as set out in our application form and any supporting documents, and/or as varied by this Grant Agreement.

1. General terms and conditions

- 1.1 You must use the grant exclusively for the project that it was intended for.
- 1.2 You will keep receipts for all money spent from the awarded grant.
- 1.3 You will spend all of the money from awarded grant within 12 months of award.
- 1.4 You must submit a written request to us for agreement before commencing with any variation or change to the project.
- 1.5 You will not use the grant to pay for any costs you have incurred before the date we confirm you will receive a grant.
- 1.6 You will write to us informing of any anticipated delay to the project resulting in up to 3 month’s delay of delivery or if a shorter delay will mean you cannot send a monitoring report on the project at an agreed time.
- 1.7 If you spend less than the whole grant on the project, you may be expected to return the unspent amount to us. You should write to us immediately when an underspend is known in order for us to discuss options with you.
- 1.8 You may not transfer any part of the grant or this Grant Agreement or any rights under it to another organisation or individual, unless we have entered into an agreement, authorised by us, requiring you to work with another organisation in delivering the project
- 1.9 You will not sell, give away or borrow against any of project asset that we fund with an original purchase value of over £300 without first receiving our written consent. If any asset is damaged, destroyed or stolen you must also tell us in writing.

2. Your organisation

2.1 During the period of the grant you will act in a fair and open manner without any distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant UK legislation.

2.2 You must ensure that all members of your management committee, board of trustees or directors are aware of these terms and conditions while the Grant Agreement remains in force.

2.3 If your project involves work with children, young people or vulnerable adults (“vulnerable people”), you will take all reasonable steps to ensure their safety.

2.4 You will ensure your project is adequately insured at all times.

2.5 You will acknowledge your grant in your annual reports and accounts covering the period of the project.

3. Honesty

3.1 We reserve the right to refuse any future applications from your organisation or an organisation you represent if we have reasonable grounds to believe this application form has been completed dishonestly, significantly inaccurately or with misleading information, whether deliberate or accidental, during the application process, the period of spending the grant or the period of us checking your final report.

3.2 We reserve the right to pursue any information supplied by you from 3rd parties about your application of grant funded project where we believe additional information may be required to support your application through the decision process or verify project information.

3.3 We may also, from time to time, share information about applicants with other grant providers and statutory agencies where we have reasonable grounds to act on concerns raised in point 3.1 relating to honesty

4. Publicity

4.1 You will acknowledge the grant publicly as appropriate and as practical for your organisation or the project to do so.

4.2 We may ask to share your publicity for our reports, publicity and our wider advocacy work around the small grants programme. Depending on the nature of the project you agree to work with us to provide relevant materials that may assist with this promotion. If you feel your project is not suitable to be publicised you will notify of us of this at the earliest opportunity.

5. Monitoring

5.1 You will fill in a final monitoring report using the form we send you and return all the information we require. You understand that the grant is finished only after you have completed the report to our satisfaction and that we reserve the right to decline any future applications you make owing to incomplete, unsatisfactorily completed or unreturned monitoring forms.

5.2 You consent to receiving a project visit by Bolton CVS either before during or after the project for our monitoring purposes.

6. You understand that

6.1 We (Bolton CVS) accept no liability for any consequences, whether direct or indirect, that may come about from your running of the project, the use of the grant or from a withdrawal of our grant.

6.2 We may demand repayment of all or part of the grant at our absolute discretion if we consider you failed to meet any of these terms and conditions to which you have agreed.

6.3 We hold the right to impose any additional terms and conditions to the grant before and during a grant award.

6.4 These Terms and Conditions will continue to apply for one year after the grant is paid and Bolton CVS have confirmed that monitoring has been completed satisfactorily, whichever is later.