

Conditions of Grant Aid – Community Grants 2017/2018

What happens if we offer you a grant?

If we offer you a grant it will be on the condition that you accept the terms of our conditions of grant aid and send us some documents that allow us to check how your organisation is run.

You cannot allocate any of our funding to project costs incurred before we have approved these documents.

Our standard conditions of grant aid are in the application pack. The additional information required if you are offered a grant will be –

- **Accounts** - We'll need a copy of your organisation's latest approved annual accounts, or if you've been running for less than 15 months, a 12-month financial projection.
- **Bank form** – If you have not received a grant from Gloucester City Council in the last 12 months we will send you a 'bank or building society details form' to complete.
- **Bank statements** - We'll need three consecutive pages of original bank (or building society) statements. The most recent page must be less than three months old. If you use a building society passbook, we'll need copies of three consecutive pages from your passbook, which have been certified by your building society with a stamp and signature as 'true copies of the original'.
- **Governing document** - Unless you're a registered charity or a company limited by guarantee we'll need a copy of your organisation's signed and dated constitution
- **Equal Opportunities Policy** - we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months
- **Safeguarding Policy** – we will need a copy of your organisation's signed and dated policy, including evidence that it has been reviewed in the last 12 months

The Council will operate within the framework of the Gloucestershire Compact and its codes of conduct.

1 Payment

- 1.1 Community grants of up to £10,000 will be paid in one instalment per year.
- 1.2 All grant payments will be made by BACS transfer.

- 1.3 In the event of any withdrawal or reduction of funding the Council will:
- 1.3.1 give the Organisation clear reasons for the withdrawal or reduction of funding in writing.
- 1.3.2 where the Council funding is cut by 5% or more, subject to a minimum of £1,000, a minimum of three months notice in writing will be given. If, therefore notice is given at the end of February, funding will be granted to run until the end of May. Any costs incurred by the Organisation as a result of the cut to their funding should be met from this three-month payment.

2 Financial Procedures

- 2.1 Your group should, wherever possible use the same financial year as the City Council (1st April to 31st March).
- 2.2 The Organisation must keep a proper and authorised financial accounting system and practices, including:
- proper arrangements for paying taxes and National Insurance;
 - a bank account in the name of the Organisation;
 - two unrelated signatories for all cheques.
- 2.3 The organisation must provide accounts every year for all income and expenditure within 10 months of the end of your financial year. An independent examiner's report can be provided for this purpose if the group's annual income and/or assets are below the thresholds set by The Charity Commission (www.charitycommission.gov.uk). If the thresholds are exceeded then an independent fully qualified accountant must audit the accounts. In addition you may receive a visit from the City Council's Internal Audit Department.
- 2.4 All organisations must allow access, at all reasonable times, to all accounting records and supporting information and to allow the council's internal auditors access if required.
- 2.5 The Organisation will advise the Council of any material changes affecting the finances of any of their activities funded or partially funded by the Council.

3 Equal Opportunities

The Organisation must have a written equal opportunities policy. The Organisation must be able to show the Council that:

- 3.1 it takes positive and practical steps to make sure people from all sections of the community are made welcome and are able to use services of the Organisation or

become part of the management committee.

3.2 its employment practices are fair and that the Organisation will not discriminate in relation to pay and conditions of employment, recruitment, promotion and career opportunities;

3.3 it monitors the implementation of equal opportunities policy into practice. As indicated in Section 6, the organisation needs to keep equalities records in relation to staff, volunteers, users and clients. Additionally, examples of practical actions taken to address equalities issues, as described in 3.1 and 3.2, need to be shared with the Council in the monitoring process, eg how has the organisation sought to engage and involve different communities in managing, running and/or using the activities and services of the project?

4 Environmental Policy

4.1 All organisations funded by Gloucester City Council are expected to have considered the environmental impact of their work and to have taken appropriate actions to minimise it. Larger organisations will be expected to have an environmental policy and may be asked for a copy of it.

5 Insurance

5.1 The Organisation must have enough insurance to cover all risks, theft, fire, employer's liability, public liability and third party damages. Evidence of such insurance shall be provided by the Organisation if required by the Council. The Council cannot be held liable for any losses except due to its own negligence.

5.2 If the Organisation employs staff, it must have adequate legal expenses insurance cover and abide by the conditions of that insurance. Evidence of such insurance shall be provided by the Organisation if required by the Council.

6 General Conditions

The organisation agrees that it will:

- Use any grant for exactly the purpose set out in this application.
- Ensure that grant aided activities are for the benefit of the people who live in Gloucester and will take positive steps to involve local people as per the Asset Based Community Development approach as endorsed by Gloucester City Council in 2012.
- Not make any major change to the project without first receiving the Council's agreement in writing.
- Not use the grant to support any political party, nor pay for publicity, which is for

or against any political party.

- Not use the grant to pay for goods or services, before receiving the award notification confirming the grant.
- Not expect the council to automatically continue to fund projects that have been funded once already.
- Not change the sections of our constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving the Council's agreement in writing.
- Immediately inform the Council of any changes to our bank or building society accounts.
- Comply with all relevant legislation affecting the way we carry out our project, including having the appropriate policies and practices in place where working with children, young people or vulnerable adults i.e. safeguarding policy. For further advice on safeguarding, we recommend you visit <http://www.safenetwork.org.uk>
- For work on land or buildings not belonging to your organisation, ensure that we have all the necessary permissions and agreement from the owner prior to undertaking the proposed project
- Acknowledge the Council's grant in our annual report, our Chair's or Secretary's report at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the project. We will supply copies of these documents to the Council if requested.
- Show the grant separately in our annual accounts as a 'restricted fund' and will not include it under general funds.
- Allow the Council to use our name and the name of our project in its own publicity materials. We will inform the Council of any situation where confidentiality is a particular issue.
- Spend the grant within the time agreed.
- Return any unspent grant to the Council.
- Monitor the success of the project and complete the Council's annual monitoring forms. The Council will send monitoring forms within four weeks of the end of the financial year.
- Regular monitoring visits may be set up for larger projects or if it is felt that support is needed.

The Council may hold back a grant or ask us to repay a grant, in whole or in part, in the following circumstances:

- If you fail to keep to this contract in any way.

- If the application form was completed dishonestly or the supporting documents gave false misleading information.
- If you do not follow equal opportunities practice in employing people, recruiting new members and providing our services.
- If any member of your governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project.
- If you fail to complete the project by the agreed deadlines.
- If you close down, become insolvent, go into administration, receivership or liquidation ('sequestration'), or make an arrangement with our creditors.
- If your group closes down you will not sell or dispose of any equipment or assets without first receiving the Council's agreement in writing.

These terms and conditions will apply until you have spent the entire grant and until the Council has received all monitoring information requested. If you have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.

Celebrating success

Once we've checked everything you send us and confirmed our grant you can get started and tell everyone about it. We hope that everyone in your community will be proud of your achievement and want to get involved. Remember to use the Gloucester City Council logo on all materials related to your project. Please contact us if you need a copy of our logo.

We will also need you to provide us with monitoring information, telling us how you spent the grant and what you achieved with it. You will need to have systems in place so you can evidence that your work is making the differences you expect. We will confirm what is required if we offer you a grant towards the end of the financial year/s.