

Christchurch Parish Council

Grant Scheme

Terms and Conditions

1. The Grant, administered by Christchurch Parish Council, will be used for the purpose outlined in the application. Any changes to the project must be agreed beforehand with the Council.
2. The grant must be spent within one year of its receipt or any other timetable set by the Council.
3. Any grant money not spent within the project timelines or one year (whichever is the earliest) will be repaid to the Council. There should be no assumption the funds can be carried forward.
4. The applicant shall not discriminate on grounds of racial origin, gender, sexuality, disability, age, (except for obvious reasons, such as becoming a member of a youth club), and political or religious persuasion.
5. If the grant money is to be used for any form of publication, that publication will not disparage, denigrate or otherwise belittle any individual or group in the Parish, and all publications must be truthful at all times. It will be the duty of the applicant to ensure veracity of any publications.
6. The applicant will not dispose of grant-aided equipment without the Council's agreement. Any money thus raised will be refunded to the Council.
7. The group/organisation will not change its rules, aims or constitution without consultation with the Council.
8. The group/organisation will notify the Council if they become aware of any fraud within the project by either Staff, Management Committee members or volunteers. If fraud is found to have taken place, funding will be repaid to the Council.
9. The group/organisation will keep proper accounts, with a clear audit trail. Current accounts and the previous year's accounts shall be submitted to the Council.
10. The group/organisation will publicise the grant in press releases, online communications, websites and printed media. Cost of publicising the grant cannot be included in the grant claim.
11. New organisations or individuals must provide proof of expenditure to the Council where practicable and submit a two year cash flow statement and business plan.
12. The group/organisation will maintain adequate insurance cover with an insurer of good repute to cover claims under this grant or any other claims or demands that may be brought by any person suffering injury, damage or loss in connection with this grant.
13. The group/organisation will comply with UK laws including, but not limited to, Health & Safety and Equal Opportunities legislation.

14. Applicants working with children and/or vulnerable adults will be expected to carry out appropriate DBS checks and to have a safeguarding policy.
15. The applicant will complete an end of grant report and comply with regular expenditure and monitoring requirements.
16. The applicant will keep all receipts and accounts relating to grant-aided expenditure for six years from receipt.
17. The Council reserves the right to monitor the use of the grant. The organisation will allow reasonable access to premises, accounts and other records upon request from the Parish Clerk.
18. The Council will decrease, withdraw or reclaim all or part of the grant if the project is abandoned for any reason or if there is non-compliance with any of these conditions.