

Achieve Asset Fund 2018/19

# Terms and Conditions of Grant Funding

## Definitions

“We” “our” and “us” refer to Salford 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 project 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.

## Purpose of Funding

This funding is to be used for delivering all outcomes specified as per your application. You must provide clear evidence of achievement of the agreed outcomes as per the monitoring and evaluation toolkit issued with your grant offer.

## 1. Terms and Conditions

- 1.1 The funding shall only be used for the purpose(s) detailed in your funding application.
- 1.2 If your project involves a partnership, The lead partner on the funding application is the ‘accountable body’ for the grant funding and is responsible for the delivery of the whole project, including the contribution made by the named partners.
- 1.3 If for any reason you are unable to deliver the agreed activities in accordance with this Agreement, you agree to inform us in writing immediately.
- 1.4 Should you wish to vary the delivery of the project, including expenditure, permission must be sought in writing from us, using the grant variation form, before any variations are made. Unless prior agreement has been sought from us, expenditure not detailed in your funding application will be deemed unallowable and will become recoverable.
- 1.5 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.

1.6 You must ensure that all additional partners are aware of these terms and conditions while the Grant Agreement remains in force.

1.7 You will work alongside the grants team to agree an evaluation framework for the project. This will include regular meetings with our grants team.

## 2. Monitoring Requirements

2.1 You undertake to meet all monitoring requirements in accordance with agreed deadlines, monitoring may include questionnaires at both the start and end of projects and will including financial monitoring. Please ensure you keep all records and receipts as we reserve the right to ask you to provide us with financial evidence at the end of the funding period. We will also be undertaking a number of spot audits and your organisation may be chosen.

2.2 You agree to site visits and audit visits by a member of Salford CVS and consortium partners as appropriate.

2.3 All delivery must finish by the date notified in the grant offer letter and all monitoring and evaluation must be received by us no later than one month after this date.

2.4 Should the project cease to operate before the end of this agreement, any equipment/items purchased with these funds must be returned to us or be transferred to a Salford CVS approved organisation, with the same or similar aims.

2.5 Failure to deliver acceptable monitoring within the timeframe specified within these terms and conditions will make your organisation ineligible for future grants from Salford CVS and may result in funds being recalled.

## 3 Compliance

3.1 If your organisation does not have the following policies in place you will be required to develop and implement them within three months of this funding being awarded, please contact the development team for help if required:

- Health & Safety policy
- Equality and Diversity statement or policy
- Safeguarding Children policy (if working with children)

- 3.2 You are required to ensure any equipment purchased with this grant is adequately maintained and insured.
- 3.3 You must provide evidence of all valid and appropriate insurance e.g. Public Liability; Employers Liability; Professional Indemnity which comply with statutory requirements.
- 3.4 The Health & Safety at Work Act 1974 must be complied with when delivering your activities.
- 3.5 You will ensure that all activities comply with the law and that it does not commit any act of discrimination that is unlawful under the Equalities Act 2010.
- 3.6 You will ensure that you comply with your obligations under the General Data Protection Regulation (GDPR) and will not do anything which places you or Salford CVS in breach of the GDPR.
- 3.7 In order to apply for a grant via Salford CVS we are required to ask for key contact information. We appreciate that this may be on occasion personal information. We require this information to provide this service and to meet our legal and contractual obligation as a funder. We will also use this information to communicate with you about your grant with us and related funding opportunities.
- 3.8 We will share information about your organisation and its activities to the funder of the programme (e.g. NHS GMMH Foundation Trust, Bolton CVS and Trafford VCA). However, no personal information will be shared. The details of the funder are advertised with each programme and in the grant terms and conditions,
- 3.9 We will share information about the organisation and the grant to be published online (on our website) and shared with 360 Giving. [www.threesixtygiving.org](http://www.threesixtygiving.org)  
No personal or contact information is shared through this process.

#### **4. Confidentiality / Sharing of Information**

- 4.1 You and Salford CVS will respect the confidentiality of information given to each other as part of this Agreement.
- 4.2 You agree to the sharing of information about the organisation and its activities in relation to this funding with the programme funder, GMMH NHS Foundation Trust.
- 4.3 Any volunteer or person employed in connection with the funded activity will:

- (i) Only share confidential Information for the purposes of this Agreement;
- (ii) Not disclose any confidential information to any third party without the prior written consent of Salford CVS.

## 5. Termination

- 5.1 Salford CVS reserves the right to terminate this Agreement with immediate effect if you breach the Terms and Conditions.
- 5.2 In the event of Termination you shall refund to Salford CVS the amount equal to the undelivered outcomes.

## 6. Publicity

- 6.1 Any publicity material produced should use official Achieve 'shooting star' branding and 10GM logo. The logos should be accompanied by the wording: '*Funded by Achieve with support from 10GM*' (see example below). Copies of logos can be obtained from [grants@recoverybst.co.uk](mailto:grants@recoverybst.co.uk)



## 7. Complaints

- 7.1 In the event of any complaints regarding Salford CVS staff or service, Salford CVS's complaints procedure will be followed. A copy of the complaints procedure is available at [www.salfordcvs.co.uk/salford-cvs-complaints-procedure](http://www.salfordcvs.co.uk/salford-cvs-complaints-procedure)
- 7.2 In the event of a complaint received by Salford CVS regarding your organisation, we will apply our complaints procedure and you are required to comply fully with any investigation that may follow.

## 8. Agreement

Only authorised persons can submit applications. Please ensure you have the authority of your board / management committee before submitting any application to Salford CVS.