

## Salford CVS Grants and Investments

# Terms and Conditions of Grant Funding

## Important

**Please read this document thoroughly and ensure your board or management committee agree (if applicable) to proceed with the application / project.**

### Definitions

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

The "project" means the item, project, or cost 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.

The "grant" refers to any grant or investment made by Salford CVS.

### Purpose of Funding

This funding is to be used for delivering all the project specified in your application.

### Terms and Conditions

The funding shall be used for solely the purpose(s) detailed in your funding application. Therefore this funding must be classified as 'restricted'.

If for any reason you are **unable to deliver** the agreed activities in accordance with this Agreement, you agree to inform us immediately by email.

Should you wish to **vary the delivery of the project**, including expenditure, permission must be sought in writing from us, using a 'grant variation form'. This must be done 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.

### Confidentiality / Sharing of Information

You and Salford CVS will **respect the confidentiality of information** given to each other as part of this Agreement.

You agree to the **sharing of information** about you and your activities in relation to this funding with the programme funder(s), and our evaluation partner(s).

### Termination

Salford CVS **reserves the right to terminate** this Agreement with immediate effect if you breach the Terms and Conditions.

**In the event of Termination** you shall refund to Salford CVS the amount equal to the undelivered outcomes.

## Monitoring Requirements

You are required to **provide feedback** on what your grant helped you achieve. Please ensure you keep all records and receipts as we reserve the right to ask you to provide us with financial evidence both during, and at the end, of the funding period. Please be aware that your project may be chosen for a spot audit to check spend and/or project activity.

You agree to a **monitoring site visit and/or audit visit** by a member of Salford CVS and the funding body.

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.

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

All organisations receiving funding from Salford CVS must **retain financial details** relating to the grant **and outcomes evidence** for a period of **6 years** after the end of the funding agreement.

You are required to ensure that any **equipment** purchased with this grant is adequately maintained and insured.

## Photos - consent for us to make use of the images you provide

### Your responsibility

Unless specified otherwise, we assume that the necessary consents have been obtained by you and we are granted permission to make use of the images you provide.

It is your responsibility as a grantee to ensure the consents are in place before submitting images to us or using them yourself. Ensure that you keep a record of the consents.

Please advise us at the point of submitting the images if a photo credit is required, for example to acknowledge the photographer and/or organisation that holds copyright or otherwise needs to be acknowledged with having provided or created the photo. If a photo credit is not provided on submission, we will assume that no credit is needed.

## Complaints

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)

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.

## 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.