

## 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 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 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.

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

### 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 be used for solely the purpose(s) detailed in your funding application. Therefore this funding must be classified as 'restricted'.
- 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 Salford CVS' grants team to agree an approach to **evaluation** of the project. This may include meeting 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 include financial monitoring. 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. We will also be undertaking a number of spot audits and your organisation may be chosen.
- 2.2 You agree to a **monitoring site visit and an audit visit** by a member of Salford CVS and the funding body.
- 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.
- 2.6 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.

### 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)
  - Safeguarding Adults policy (if working with adults)

**With regard to safeguarding** (if applicable) you will be required to complete a self-assessment against the Salford 20 Safeguarding Standards. You will be contacted by Salford CVS to arrange this.

**\*Important note** if your organisation is working with Children and Young People and does not have a Safeguarding Children Policy, Salford CVS will support your organisation to develop and implement a policy; **only when the policy is implemented will payment be made.**

- 3.2 You are required to ensure any **equipment** purchased with this grant is adequately maintained and insured.
- 3.3 You may be required to 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 **Data Protection Legislation** and will not do anything which places you or Salford CVS in breach of the such legislation.

## 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(s), and our evaluation partner(s).
- 4.3 You agree for information about the organisation and the grant to be **published online and shared with 360 Giving**. [www.threesixtygiving.org](http://www.threesixtygiving.org)
- 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 Salford CVS logo and funder logo(s). The logos should be accompanied by the wording: *'Funded by Salford CVS with support from [funder name]*. This will be explained in your Offer Letter. Copies of logos will be emailed to you with your Offer Letter and can be obtained from [grants@salfordcvs.co.uk](mailto:grants@salfordcvs.co.uk).
- 6.2 We will **publish a list of all grant recipients** on our website together with amounts awarded and on the 360 Giving website.

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

### 7.1 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.

As a minimum, we expect you to have obtained:

- the copyright owner's consent for us to make use of the images
- where images show people, their consent or the consent of their parents or guardians for us to make use of the images

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.

## 8. Complaints

8.1 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)

8.2 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.

## 9. Agreement

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