

## Salford CVS Grants and Investments

# Terms and Conditions of Grant Funding

## Important

**Please read this document thoroughly and contact the Salford CVS team if you have any questions or concerns.**

### Definitions

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

The "activity" means the activity 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 for any reason you are **unable to deliver** the agreed activities in accordance with this Agreement, you agree to inform us in writing immediately.
- 1.3 Should you wish to **vary the delivery of the activity**, 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.

- 1.4 You will work alongside Salford CVS' grants team to agree an approach to **evaluation** of the activity. 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 activities 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 also undertake a number of spot audits every year and you may be chosen.
- 2.2 You agree to a **monitoring visit or conversation and an audit visit or conversation** 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 activity **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 you **ineligible for future grants** from Salford CVS and may result in funds being recalled.
- 2.6 All individuals 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 You are required to ensure any **equipment** purchased with this grant is adequately maintained and insured.
- 3.2 You may be required to provide **evidence of all valid and appropriate insurance** e.g. Public Liability; Employers Liability (if you employ staff); Professional Indemnity which comply with statutory requirements.

- 3.3 The **Health & Safety at Work Act 1974** must be complied with, where applicable, when delivering your activities.
- 3.4 You will ensure that all **activities comply with the law** and that you do not commit any act of discrimination that is unlawful under the **Equalities Act 2010**.
- 3.5 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 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 you and the activity in relation to this funding with the programme funder(s), and our evaluation partner(s). Where that information includes personal data, we will process and share it in accordance with our privacy notice, a copy of which is available on request and on our website.

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

### 6.1 Your responsibility

Unless specified otherwise, we assume that we are granted permission to make use of any images you provide in your reporting.

Please advise us at the point of submitting the images if a photo credit is required, for example to acknowledge the photographer 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.

## 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 you, we will apply our complaints procedure, and **you are required to comply fully** with any investigation that may follow.

## 8. Agreement

- 8.1 Please ensure you have read and understood the terms and conditions before submitting any application to Salford CVS.