

Third Sector 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.
- 1.8 Match funding must be equal or more than the total of the grant requested from this fund. Any match funding for year 1 of the project must be in place before the project commencement date.

## **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 regular interim site visits and audit visits by a member of Salford CVS and NHS Salford CCG.
- 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)
  - Safeguarding Adults policy (if working with adults)

In addition you will be required to complete a self-assessment against the Salford Safeguarding Standards. You will be contacted by Salford CVS to arrange this.

If your organisation is working with Children and Young People and / or Adults you will be required to provide a copy of your Safeguarding policy.

**\*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 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 Data Protection Act 1998 and will not do anything which places you or Salford CVS in breach of the Data Protection Act 1998.

#### **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, currently NHS Salford CCG.
- 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 and NHS Salford CCG logos. The logos should be accompanied by the wording: 'Funded by Salford CVS with support from NHS Salford CCG' (see example below). Copies of logos 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 its website together with amounts awarded and on the 360 Giving website.

## 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.