

Charnwood Grants Conditions and Reporting Requirements

1. In supporting your funding request, Charnwood Borough Council cannot in any way be held responsible for matters legal or otherwise associated with your project.
2. Sole responsibility for your project rests with your organisation/group as identified in the offer letter.
3. The grant will be used for purpose specified in the approved application. The offer letter, which confirms the award, will also specify any changes to the project required by Charnwood Borough Council.
4. No major changes will be made to the project without prior written approval from Charnwood Borough Council.
5. The grant will be spent within 12 months of receiving it. Charnwood Borough Council will be notified if the project is expected to take longer than 12 months to deliver.
6. If the final project costs are less than originally estimated, the remaining unspent balance will be returned to Charnwood Borough Council and will not be used for any other project.
7. The organisation/group will be responsible for any overspend on the project. Charnwood Borough Council will not be liable for any costs in excess of the agreed amount of funding awarded.
8. Financial records and accounts, including receipts for items bought with the grant will be kept for at least two years from receipt of the grant and will be made available to Charnwood Borough Council on request. (Please note this does not release your organisation/group from the legal responsibility to keep records for a longer period).
9. If approved, any equipment/capital items purchased through the grant will be kept solely for the use of the project and must not be disposed of or sold without prior written approval from Charnwood Borough Council.
10. No purchase/order of any goods/services specified in the application will be made before the offer letter confirming the grant has been received.
11. Your organisation/group will comply with any relevant legislation affecting the operations of the project such as consents including planning, statutory and landownership.
12. Relevant insurance will be in place to cover for the people/assets involved in the funded project. Charnwood Borough Council will not be held responsible for any liability which arises before, during or after the project.
13. All legal requirements will be satisfied relating to child protection/vulnerable adults (including Standard or Enhanced Criminal Record Bureau checks and ISA (Independent Safeguarding Authority) registration on staff and volunteers working with vulnerable adults and children) and Health & Safety.
14. Charnwood Borough Council has the right to withhold any or the entire grant and/or request all or part of the grant to be repaid if they feel the organisation/group:
 - a) Has not complied with all or any of the terms and conditions of the grant
 - b) Provided inaccurate, incomplete or misleading information
 - c) Use of the grant is in breach of Charnwood Borough Council policies and procedures.

15. Charnwood Borough Council will be provided with accurate, timely monitoring information in line with the requirements set out in the offer letter.
16. Charnwood Borough Council reserves the right to refuse to fund further applications if sufficient monitoring information is not provided.
17. If your organisation/group ceases to operate then equipment/assets will not be sold or disposed of without first receiving the specific written agreement from Charnwood Borough Council.
18. Charnwood Borough Council can use the name of the project and organisation in its own publicity materials and share information about the project with appropriate partner organisations.
19. Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on Local Authorities to have due regard to the need to prevent people from being drawn into terrorism. By accepting this grant there is a duty to ensure that venues and resources do not provide a platform for extremists and are not used to disseminate extremist views.