

## **Neighbourhood Funding (NF) Small Grants**

### **Terms and Conditions of Grant**

1. It is important that the Council ensures value for money is achieved through the use of public funds. As such, the Organisation will provide detailed costs / expenditure in their grant application form, along with relevant quotes.
2. Grants are made on condition that they are used solely for the purpose as reported at the Area Committee. Any proposed variation in the use of grant monies must have the prior approval of the Area Committee. Should any of the terms and conditions of grant funding not be adhered to then the Neighbourhood Fund will be suspended or withdrawn, and the Organisation may be required to repay all or part of the grant funding to the Council upon demand.
3. Organisations applying for a Neighbourhood Fund grant must have a current bank account in the name of the Organisation, requiring a minimum of two signatories. The Council will not make Neighbourhood Fund grant payments payable to individuals even if they are a lead representative of the Organisation. Any spend carried out prior to approval of the funding will not be eligible for a Neighbourhood Fund grant.
4. Grant payments will only become payable once the signed Terms and Conditions have been received by the Council and payment will be made via BACS.
  - 4.1 The full grant will be paid up front directly into the Organisation's bank account.
  - 4.2 The Council reserves the right to request receipts and invoices as evidence of spend and prior to any further funds being released, the Council's decision on whether the grant has been utilised in accordance with the Terms and Conditions and the grant application will be final.
  - 4.3 The decision on what constitutes acceptable evidence is the Council's.
5. Where the Organisation procures any works or services covered by the grant funding, the Organisation must be able to objectively demonstrate that the use of competition has been considered and value for money has been secured in relation to the spending of the grant. In this regard the Council may request information to evidence compliance with this condition.
6. Organisations must adhere to accounting requirements relevant to their organisation type, in accordance with the most recent Companies Act, Charities Act and the Charities Statement of Recommended Practice. Management accounts should be submitted to the Charities Commission or Companies House where appropriate. Further guidance can be obtained from the relevant Partnership and Community Resilience Manager.

7. Organisations are required to complete a quarterly Performance Monitoring Return, this requires the project to update on performance against outputs, milestones and expenditure, The project will be provided with access to its Performance Monitoring Workbook upon receipt of the signed terms and condition of Funding. Completion and submission of which is required by the following dates throughout the project lifetime: 14 April, 14 July, 14 October, 14 January.
8. Organisations, via the monitoring workbook, will provide an update on the Project providing examples of sessions delivered, case studies, positive news stories, photographs, etc. Information from this update will be shared with Councillors and the public to promote the good work being delivered.
9. Organisations are required to complete the evaluation report section within the monitoring workbook with relevant evidence within 30 days of the project end date. Evaluations are a fundamental part of good project management; enabling an organisation to demonstrate the difference its activities are having on their communities and providing evidence to inform the continuous improvement of operations. It is essential that the evaluation process identifies examples of good practice and learning that can help to inform and shape future projects.
10. Failure to submit monitoring information promptly, and within the timescales provided, or comply with any other requests made as part of the monitoring process, may result in the grant being withdrawn or applications for future funding being refused.
11. The Organisation shall ensure that spend does not exceed the amount of Neighbourhood Fund grant awarded as the Council cannot increase the grant once allocated. The Council will not pay additional funds or accept any liability for further payments should the original estimates obtained by the Organisation prove to be inaccurate or insufficient.
12. Any income arising from the rent, hire, lease or use of any building or equipment as a result of Neighbourhood Fund grant funding must be used for the sole benefit of the approved Project.
13. Where a grant is made for equipment and the Organisation ceases to operate, or the equipment is no longer used, proposals to dispose of any asset purchased wholly or partly with Neighbourhood Fund grant funding must receive prior approval from the Area Arrangements Team.
14. It is the Organisation's responsibility to obtain the necessary landlord's approval where works involve alterations to a building of which the Organisation is not the owner. The Organisation must also obtain all other approvals necessary for the Project including planning permission, listed buildings consent and building regulations approval. All approvals must be obtained before work starts. An award of grant does not include or imply that approval has been given for any other purpose than funding of the Project.
15. The Organisation must have the appropriate public liability and employer's liability insurance in place for the activities they provide. Furthermore, all purchased goods should be adequately insured (where appropriate).
16. The Council reserves the right to visit the Project at any reasonable time to monitor progress, inspect the assets and asset register, and ascertain that the grant Terms and Conditions are being complied with. The Council's internal auditors shall have access to all officers, buildings, information, explanations and

documentation required to discharge the audit role. The Organisation must provide all relevant information requested by the Council.

17. The Organisation should take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
18. Projects must be conducted in a non-party political manner.
19. When funding has been awarded to deliver a project that will encounter or work with children, young people and vulnerable adults all staff and volunteers involved must apply and complete an enhanced Disclosure and Barring Service (DBS).
20. The Organisation must be aware of their obligations when working with children, young people and vulnerable adults and have relevant policies in place.
21. Projects must be managed in accordance with all appropriate statutory requirements and employment legislation and must not be conducted in any way as to bring the Council into disrepute.
22. The Organisation shall declare any relationship between its employees or members and Council officers or members in writing at the time the grant application is submitted.
23. The Organisation must be able to demonstrate that they have an open access/equal opportunities approach towards their facilities and activities. The Organisation shall be required to take reasonable steps to ensure their activities can be made available for as broad a range of people as possible and that positive measures are put in place to remove any barriers to access.
24. The Organisation will ensure that, wherever appropriate, publicity generated by the Project acknowledges Sunderland City Council, Neighbourhood Fund support. It is a condition of the Neighbourhood Fund that any press releases are made in conjunction with the Council's Corporate Communications Team. The Sunderland City Council logo can be obtained from the Area Arrangements Team.
25. Your organisation agrees to join and receive regular updates from the relevant Sunderland VCS Area Network. Updates may include information on local events, activities, funding opportunities and news. With the additional option of attending a Network meeting.
26. Please complete your Organisation's bank information in the section below, to enable funding to be paid directly into the Organisation's bank account.

<b>Bank Details</b>	
<b>Name of Bank:</b>	
<b>Account Name:</b>	
<b>Bank Account Number:</b>	
<b>Bank Sort Code:</b>	

## **ACCEPTANCE**

As Lead Agent for the Project, I accept the Neighbourhood Fund terms and conditions as outlined in this document.

<b>Organisation or Group</b>	
<b>Project Title</b>	

<b>Signed</b>	
<b>Printed Name</b>	
<b>Position</b>	
<b>Date</b>	

**NB:** Only one nominee is required, but Organisation can request more people in the Team have access. This section needs completing for your Acceptance of the Grant to be received. Thank you for your co-operation.

Return to Community Resilience Team [community.resilience@sunderland.gov.uk](mailto:community.resilience@sunderland.gov.uk) within 14 days of receiving this grant offer.