

Maltby Town Council – Terms and Conditions Declaration

Please read the following **grant conditions** – by signing **them** you are confirming that you have **read** and **understood** them.
Please **keep a copy of these conditions** for your own records.

1. Purpose of grant

The grant will be used for the sole purpose/s as stated on the application form. If we want to make any change to the activity or budget we will contact Maltby Town Council in advance to ask if this is possible, and then confirm the changes in writing. If for any reason this is not possible, the money must be returned to Maltby Town Council.

2. Maintaining records

We will keep all receipts and records of expenditure for six years after the end of our project and any records of tax and salaries for seven years.

3. Assets

Any assets bought with a Maltby Town Council grant cannot be sold, disposed of or given away to any other group or individual without prior approval in writing of Maltby Town Council. On dissolution of our group any assets the Council does not require to be returned to it must be distributed to another local group with similar charitable aims.

4. Reporting and monitoring

We will report on the progress that we make as requested, and understand that officers of Maltby Town Council or their auditors may wish to visit us and check our financial, employment and other records.

We will complete and return the End of Grant Report at the end of the project or when requested, whichever is the sooner.

5. Legal Duties

We will make sure that we shall comply, at all times, with any relevant legislation and adopt good practice in ensuring safety measures within our project such as planning, licensing, employment, health and safety, insurance, equal opportunities legislation and CRB checks.

6. Liability

The grant recipient accepts liability relating to the projects it undertakes and releases the Maltby Town Council from any and all liability. Any grant awarded by Maltby Town Council will be done so on the basis of information supplied at the time of the application. If any information is subsequently found to be misleading, inaccurate or false then the grant must be paid back to Maltby Town Council in full

7. Insurance

We will make every reasonable effort to ensure that we take out appropriate insurance for the group and its activities, including public liability and insurance for equipment and we will produce documentary evidence that the policy or policies are properly maintained, if requested.

8. Equal Opportunities

We will make every reasonable effort to ensure that equal opportunity principles and approaches are central to the development of the project. We will do this by making sure that we build equal opportunity good practice into all aspects of the work of our project. We will make every effort to ensure that all the people in our area who are entitled to take part in our activities know about our project and are welcome.

9. Child Protection

Every child and young person has a right to be safe and happy in the activities in which they participate. Maltby Town Council is committed to ensuring that any activity for children and young people that is supported by it, has in place and implements child protection procedures. The project shall adhere to its child protection policy agreed with Maltby Town Council, promote child protection and ensure the proper safeguard of children and young people in its care.

10. Publicity

We will acknowledge Maltby Town Council as the funder on relevant publicity and documents.

Declaration			
It is essential that you understand and agree to sign up to the grant Terms and Conditions, before funding can be released. Please note that if you leave the organisation or can no longer fulfill your responsibilities, or someone else takes over responsibility for the grant on behalf of the organisation, you must inform us immediately.			
1. We are authorised to accept the grant on behalf of the organisation named below.			
2. We certify that the information contained in this application is correct.			
3. If the information in the application changes in any way we will inform Maltby Town Council immediately.			
4. We agree to abide by the terms and conditions outlined as above.			
Name of organisation			
Name of person accepting the grant funding		Role	
Signature		Date	
Name of Committee member		Role	
Signature		Date	