

**Annex 1**

**COMMUNITY CHEST GRANT**

**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.
2. Grants are made on condition that they are used solely for the purpose as outlined and in the approved application form. Any proposed variation in the use of grant monies must have prior approval.
3. Should any of the terms and conditions of grant funding not be adhered to then Community Chest funding will be suspended or withdrawn and the Organisation may be required to repay all or part of the grant funding to the Council upon demand.
4. Organisations applying for a Community Chest grant must have a current bank account in the name of the Organisation, requiring a minimum of two signatories. The Council will not make Community Chest 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 Community Chest grant.
5. Grant payments will only become payable once the signed Terms and Conditions have been received by the Council, within 14 days of the funding approval. All payments will be made via BACS. If a signed copy of the terms and conditions is not received within the 14 days, the offer of funding will be withdrawn.
6. The following conditions will apply dependent on the level of grant awarded:
  - All awards up to a maximum of £5,000 will be paid “up front” directly into the Organisation’s bank account. The grant will be paid into Organisation’s bank account within 14 working days of receipt of the signed Terms and Conditions.
7. 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.
8. A full evaluation report with suitable evidence of use of the grant will be submitted within 30 days of the end of the Project together with a signed statement from the project lead, certifying project completion in line with the Terms and Conditions and grant application. Should the report not be submitted within 30 days of the end of the Project, the Organisation will be given a further period of 2 calendar months in which to submit all outstanding information. Should

the report still not be submitted during this time, the Council reserves the right to demand repayment by billing the organisation of the grant either in whole or in part. As a consequence of the demand for repayment of the grant, the Organisation shall immediately repay the grant to the Council. If the Organisation fails to submit information reasonably requested by the Council then further applications for Community Chest and Neighbourhood Funding will not be accepted by the Council until all outstanding queries are resolved. The decision on what constitutes acceptable evidence is the Councils.

9. The Organisation shall ensure that spend does not exceed the amount of Community Chest 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.
10. Any income arising from the rent, hire, lease or use of any building or equipment as a result of Community Chest grant funding must be used for the sole benefit of the approved Project.
11. 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 Community Chest grant funding must receive prior approval from the Council's Community Resilience Service, [community.resilience@sunderland.gov.uk](mailto:community.resilience@sunderland.gov.uk)
12. 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.
13. 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).
14. 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.
15. The Organisation should take all necessary steps to secure the health, safety and welfare of all persons involved in the project.
16. Projects must be conducted in a non-party political manner.
17. 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).
18. The Organisation must be aware of their obligations when working with children, young people and vulnerable adults

19. 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.
20. 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.
21. 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.
22. The Organisation will ensure that, wherever appropriate, publicity generated by the Project acknowledges Sunderland City Council, Community Chest support. It is a condition of the Community Chest funding that any press releases are produced in conjunction with the Community Resilience Team.
23. The project **MUST** ensure that any publicity, leaflets, or social media posts generated by the project acknowledges Sunderland City Council support and use the 'supported by Sunderland City Council Area Committee' logo provided with the offer letter.
24. In order to ensure promotion and recognition of the grant awarded if your organisation has a Facebook page you must like and share the following Facebook page and ensure you tag this page when acknowledging the funding and promoting the project - <https://www.facebook.com/NorthSunderlandCommunity/>
25. By signing and returning your terms and conditions of grant, you agree that any publicity and information regarding your grant and project delivery can be used by the Council to promote the activity which would include using its social media platform
26. Your organisation agrees to join and receive regular updates from the North VCS Area Network. All updates from Sunderland Council will be shared via the VCS Alliance and may include information on funding opportunities, local events, activities, training and general sector news. With the additional option of attending a Network meeting.
27. Your organisations details can be promoted on the Council's on-line directory, accessible via. <https://www.sunderland.gov.uk/article/12997/Sunderland-Information-Point> No fee is incurred for this service.
28. Any comments or queries please contact Vivienne Metcalfe, Partnership & Community Resilience Manager (North) Community Resilience Team Service, Health, Housing & Communities, Email [Vivienne.Metcalfe@sunderland.gov.uk](mailto:Vivienne.Metcalfe@sunderland.gov.uk)

29. **ORGANISATIONAL BANK DETAILS**

29.1 Please complete your Organisations bank information in the section below, to enable funding claims to be paid directly into the Organisation’s bank account.

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

**Acceptance**

As Project Lead of the Organisation, I accept the Community Chest Terms and Conditions as outlined in this document. Signed Terms and Conditions must be returned within **14 days of approval**, via e-mail to the Community Resilience Team at [community.resilience@sunderland.gov.uk](mailto:community.resilience@sunderland.gov.uk)

Organisation or Group	
Project Title	
Signed	
Printed Name	
Position	
Date	