



Sustainable Grants Programme

Standard Terms and Conditions of Grant

Name of Organisation:

Date Award Made:

The amount approved will be subject to the following conditions:

- i) **Grant** – the amounts approved will be £ . The grant will be payable in accordance with the Payment clause below.
- ii) **Purpose** – the grant is made and is to be used for the purpose(s) set out in your application or in other information provided by you or your organisation. No other use may be made of the grant without Cash for Kids prior approval. The grant is for the use of your organisation and must not be given, or transferred, to any third party.
- iii) **Matching funding** – all current and potential funders for this project must be notified to Cash for Kids in writing. Where a new funder is proposed, Cash for Kids should be notified in writing. Cash for Kids reserves the right to withdraw its support at any point where it believes a co-funder of the project as incompatible with Cash for Kids purposes.
- iv) **Evaluation** – an agreed programme of external evaluation and monitoring is to be incorporated as an integral part of the project. Any system should be appropriate to the project incorporating current best practice and measure progress towards the objectives.
- v) **Payment** – the grant will be paid xxxxxxxxxxxxxxxxxxxx upon written acceptance of these conditions being received. All grants will be paid by BACS or cheque as directed. Please provide details of your bank account.
- vi) Payments are conditional on successful progress being made towards agreed Key Performance Targets which will be assessed at six monthly intervals.

- vii) If project/planning activities have not begun within three months of the date of our grant offer letter it will automatically be withdrawn, unless we have agreed the delay in writing.
- viii) Your organisation should start to spend the grant within six months of it being paid.
- ix) You will keep accurate, comprehensive and transparent financial records of the spending of the grant. We reserve the right to audit the records in relation to the grant expenditure on an annual basis.
- x) **Geographical coverage** – The project should deliver services within one or more of the following 14 local authority areas in Scotland: Argyll & Bute, North Ayrshire, South Ayrshire, East Ayrshire, Dumfries & Galloway, East Dunbartonshire, West Dunbartonshire, North Lanarkshire, South Lanarkshire, Glasgow, Inverclyde, East Renfrewshire, Scottish Borders and Renfrewshire.
- xi) **Age limit** – Cash for Kids grants must be spent on children and young people who are under 16 years of age at the time of the grant being awarded.
- xii) **Reporting** – a written progress report – including appropriate financial information – should be submitted to the trustees of Cash for Kids within three months of the grant award and at six monthly intervals thereafter. Failure to do so may invalidate any agreement and result in funding being returned. At the end of each 12 month period, the report submitted should focus on the progress against agreed targets. In the second year of the project, you will present to us your plans for ensuring the longer term sustainability of the project beyond the funding period.
- xiii) Your organisation must have its own written child protection policy which is a working document.
- xiv) **Recognition** – the Cash for Kids Trust requires organisations receiving funding to acknowledge that financial support in published annual report/accounts etc. The Trustees may request to visit the project, giving appropriate notice. The wording of any acknowledgements will be agreed with Cash for Kids prior to publication, e.g. ‘Supported by Cash for Kids’.
- xv) By accepting this award, you understand and accept that we may use details of the project in our promotional activities.

- xvi) We require that you keep us informed of any changes which might affect our grant i.e. changes to job description, any break in employment causing you to either make alternative arrangements or re-advertise the post, or changes to the management of your organisation. Any changes will need to be submitted in writing and agreed prior to implementation – where the funding is being used for staffing.
 - a. For each post of £8,000 pa and over the above conditions apply, plus the following:
 - b. Grants are released when we receive from you: proof of public advertisement for the post, a copy of the final job description, details of the actual salary to be paid and confirmation of the start date for the new employee/s - where the funding is being used for staffing.

- xvii) **Contract life** – the obligations under this agreement will be binding for the duration of the funding agreement unless terminated by either party giving reasonable notice.

- xviii) We reserve the right to ask for the whole of a grant or any unspent balance to be returned in the case of a breach of any terms or conditions.

- xix) **Winding up** – in the event that the organisation is no longer functioning or the purpose for which the grant was made is no longer valid, then the trustees reserve the right to reclaim any grant in part or in full.

Please sign and complete details over:

The terms and conditions **must** be accompanied by the following supporting information.

A copy of your most recent set of audited or independently examined accounts (for established groups) or an estimate of income and expenditure, dated and signed as approved **and** a copy of your most recent bank statement (for new groups only)

A copy of your most recent annual report or equivalent summary of the work of your organisation

An End of Grant Report if your organisation received grant funding in the last financial year

A copy of job descriptions for any staff to be paid by the grant

Other supporting documentation (please specify).....

Name

Position in the organisation

Signed

Date

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