



COMMUNITY GRANT APPLICATION FORM

Organisation

Insert the name, address and (if relevant) registered number of the community group, voluntary organization or charity receiving the Grant.

Name and position of person applying

Project Description

Insert a brief description of the Project, namely the following information:

- its purpose and the proposed benefits for the community (including ways in which the Project meets the Eligibility Criteria).
- its location / geographical scope; and
- details of any planned construction / renovation works

Project Timetable

Insert details of the Project's planned start date and planned completion date, including any targeted milestones.

Project Monitoring

Monthly progress reports via email. Quarterly updates can be arranged depending on the scope of the project

Grant sum (in £)

Payment Structure

Details of Project Funding

Insert details of the wider funding for the Project, i.e. will the Project be solely funded by the Grant or will the Grant be used in conjunction with other sources of finance?

GREENFORD QUAY COMMUNITY GRANT AWARD - TERMS AND CONDITIONS OF GRANT

1. Definitions

“We”, “our” and “us” refer to the community group, voluntary organisation or charity receiving the grant bound by these terms and conditions. “You” and “your” means the panel group consisting of the Greystar Development Team and the Greenford Quay Operations Team and includes your employees and those acting for you;

“Grant” means the sums we have received from you as set out in the Proposal Letter;

“Grant Agreement” includes and incorporates these terms and conditions and the Proposal Letter. Signature of both these terms and conditions and the signed Proposal Letter constitutes our acceptance of the Grant Agreement;

“Project” means the project for which you are giving us the Grant as set out in the Proposal Letter; and

“Proposal Letter” means the document provided to us by you, containing details of the Project, including, but not limited to, the purpose of the Project, its eligibility criteria, the Project timetable and the Grant payment structure.

2. General Terms

2.1

We will use the Grant strictly and exclusively for the purpose of the Project. We will hold any unused part of the Grant on trust for you at all times and we will repay any unused part of the Grant to you immediately upon demand.

2.2

During the period of the Grant Agreement we will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant legislation.

2.3

We will ensure that at our organisation will maintain an appropriate form of governing body at all times while the Grant Agreement remains in force, for example only and without limitation, a management board or management committee. If our organisation is a charity, we agree to maintain a board of trustees at all times while the Grant Agreement remains in force. We agree to provide you with evidence of the existence and composition of such a governing body upon request.

2.4

We will ensure that all current and future members of our governing body receive a copy of the Grant Agreement while the Grant Agreement remains in force.

2.5

Where we have applied for the Grant online, we warrant that any required evidence we have submitted relating to our bank account(s) is factually accurate and up-to-date.

3. Eligibility Criteria for the Grant

3.1

We understand that our eligibility for receiving the Grant is based on the following criteria, however we understand that you retain sole discretion as to the weight and emphasis placed on these criteria:

- (a) our community activities must be inclusive and open to a wide cross-section of people within the local community;
- (b) our community activities must impact and benefit the local community; and
- (c) we must have a proven track record of community work, achievements and goals reached within the community.

3.2

We understand and agree that the decision as to the award of the Grant rests with you and you alone and that any such decision will be final and not subject to dispute or contest.

4. The Project

4.1

Details of the Project are set out in the Proposal Letter. We will not make any amendments or alterations to the Project details, scope, purpose, delivery, duration or ownership without your prior written consent (such consent not to be unreasonably withheld).

4.2

We will commence the Project within the timeframe set out in the Proposal Letter. We will notify you of any anticipated delays to the commencement on the Project as soon as we become aware of them.

4.3

We agree to provide you with progress updates at quarterly intervals or as set out in the Proposal Letter. These updates must include, where relevant, photographs and written descriptions of the Project's progress and invoices/receipts detailing expenditure made. We agree to allow you access to the relevant Project location(s) for the purpose of inspecting progress.

4.4

We will not use the Grant to pay for any spending commitments made prior to the date of the Grant Agreement.

4.5

If we spend less than the whole Grant on the Project, we will return the unspent amount to you promptly. If the Grant is used to part-fund the Project, we will return the appropriate share of the unspent amount to you.

4.6

We consent to any publicity involving the Grant and the Project as you may from time to time require. We agree that you may carry out any forms of publicity and marketing to promote the Grant as you see fit. We agree to do whatever you reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.

4.7

In our management of all personal information we will comply with all relevant laws, including the Data Protection Act 2018.

4.8

If our Project involves work with children, young people or vulnerable adults ("Vulnerable People") we will take all reasonable steps to ensure their safety. We will carry out an appropriate written policy and have in place at all times a set of procedures to safeguard Vulnerable People, which will include a procedure to check backgrounds and disclosures of all employees, volunteers, trustees or contractors who will supervise, care for, or otherwise have significant direct contact with Vulnerable People, with the Criminal Records Bureau.

4.9

You have the right to reproduce any of our application or subsequent information supplied by use to you for any purpose as you see fit without any right of a claim by us in respect of copyright.

5. Our annual report and accounts

5.1

We will acknowledge your Grant in our annual reports and accounts covering the period of the Project.

5.2

We will show your Grant and related expenditure as a restricted fund under an appropriate and easily identifiable

description in our organisation's annual accounts.

5.3

We will send you a copy of our annual accounts as soon as they have been approved in accordance and in any event within ten months of the end of the financial year for each year in which Grant payments are made. The accounts will be signed by a member of our governing body.

5.4

We will keep proper and up-to-date accounts and records for at least seven years after the termination the Grant, including summary profit and loss accounts and management accounts, personnel and payroll records and invoices, which show how the Grant has been spent. We will make these financial records available to you to look at and give you copies.

5.5

We will report regularly and fully to all members of our governing body on the financial position of our organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services or the employment of staff required to deliver the Project.

6. Payment of Grant

6.1

We agree that we will not use a personal bank or building society account for the purpose of receiving and administering the Grant and will only use our organisation's bank or building society account for this purpose. If requested, we will open a separate and designated bank or building society account.

6.2

You will pay the Grant by bank transfer (BACS) into a UK-based bank account or building society account in our name, which requires the signatures of at least two authorised people for every withdrawal. We will not use ATM's or debit cards to make cash withdrawals or payments from this account.

6.3

You will not be liable for any losses or costs (including, but not only, bank charges) if you do not make Grant payments on the agreed date. We must take up the first instalment of the Grant within 6 months of the date Grant Agreement; otherwise it will automatically lapse, unless you agree in writing to an extension.

7. We understand that

7.1

You will not increase the Grant if we spend more than the agreed sum.

7.2

You may suspend payment of the Grant if you want to investigate any matters concerning the Grant (or any other grants you have given to us). We understand that you accept no liability for any consequences, whether direct or indirect, that arise from a suspension even if the investigation finds no cause for concern.

7.3

You may withhold or demand repayment of all or part of the Grant at your absolute discretion, in any of the following circumstances if:

- (a) we fail to meet any of these terms and conditions, or the terms and conditions attached to any other grants from you for which a Grant Agreement is still in force;
- (b) we or any other person or organisation operating for us gave you any significantly misleading or inaccurate information, whether deliberate or accidental, during the application process, or during the period of the Grant Agreement;
- (c) members of our governing body, volunteers or staff act at any time during the Project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the



Project or to the detriment of your reputation;

- (d) there is a significant change of purpose, ownership or recipient, either during the Project or within a reasonable period after its completion, so that you judge that the Grant is unlikely to fulfil the purpose for which you made it;
- (e) at any stage of the application process or during the period of the Grant Agreement we do not let you have information that would affect your decision to award, continue or withdraw all or part of the grant; and
- (f) we are or become legally ineligible to hold the Grant.

7.4

You may withhold or demand repayment of all or any of the Grant if it is likely that our organisation will have to stop operating.

7.5

We may not transfer any part of the grant or this Grant Agreement or any rights under it to another organisation or individual, unless we have entered into an agreement which must have been authorised by you in writing, permitting us to work with another organisation in delivering the project.

7.6

We will ensure that no other organisation or individual acquires any third party rights under this Grant Agreement.

7. Additional conditions

8.1

You have the right to impose additional terms and conditions on the Grant either in the Proposal Letter and/or if:

- (a) we are in breach of the Grant Agreement
- (b) you withdraw any part of the funding for the Project.
- (c) you judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the Project or on your reputation.

Signed on behalf of the community group / organisation

Print Name

Date

Signed