



Ethel Wood Community Centre, 129 Coast Road,
Pevensey Bay,
East Sussex, BN24 6NS,
Tel: 01323 743 900 / 07849 124319
Email: clerk@pevenseyparishcouncil.gov.uk

Pevensey Parish Council Grant Terms and Conditions

Use of Grant

1. The copy of the Grant Terms and Conditions must be signed by an authorised person on behalf of your organisation and returned to us by the date indicated in the covering letter and before any Grant monies will be paid. By signing it you confirm that to the best of your knowledge the information given in your grant application is accurate and agree that your organisation will adhere to these terms and conditions.
2. The grant may be used only for the purposes outlined by your organisation in your Grant Application as approved by us. If the grant is restricted to certain items, we will make this clear in a Grant Offer Letter. If you are unable to use the grant for the specific purpose for which it was intended, you will be required to repay the grant in full.
3. No portion of the grant (or income earned on granted funds) may be allocated towards activities which are not for public benefit.
4. You agree and accept that you will not apply for duplicate funding in respect of any part of the project or any related administration costs that we are funding in full.
5. PPC acknowledge that projects sometimes change as they develop. If any significant changes need to be made to the project's scope or scale, before or during implementation, or if the project's timetable is delayed, you must discuss this with PPC in advance, and obtain written approval for any variations. Where changes are made without our agreement, we will reclaim any funds that have not been used for the intended purpose.
6. The project must be completed within twelve months of the date of the grant offer letter (unless otherwise agreed by us in writing). You must contact us immediately if the project is delayed for any reason.
7. The grant must be spent on the agreed project (unless otherwise agreed by us in writing). On completion of a project, any unspent portion of the grant must be returned to us immediately. If, once you have received the money, you envisage the timescales of your project changing, you must contact us immediately to explain the situation and request written approval for any extension of the term of your grant.
8. You may not transfer or assign any part of the grant or any rights relating to it to another organisation or individual, unless you have entered into an agreement which has been authorised by us in writing permitting you to work with another organisation in delivering the project.
9. You may be offered a grant which will only be paid when specific conditions have been met. Such grants must be claimed in writing with evidence that you have met the conditions. We reserve the right to withhold payment of any grant if we are not satisfied that your organisation is in a position to spend the money or if you have not met the conditions satisfactorily.
10. Unless specified by us in writing, the grant may not be allocated towards professional fees (e.g. architect's or surveyor's fees).
11. The amount of the grant will not be increased in the event of any overspend by you in your delivery of the project.
12. Our liability in relation to the project is limited to payment of the grant.

Reporting

13. Progress reports must be provided. Evidence of project delivery is a requirement of the grant. Progress reports are required at six-monthly intervals from the date that we inform you of your grant through a grant offer letter, until completion of the project. These timescales must be adhered to, and we may legitimately ask for more frequent reports in some circumstances. We also require confirmation of the expenditure funded by the grant. If you do not provide progress reports as required, we reserve the right to reclaim the grant.

Documentation

14. Proper accounts must be kept, both for your organisation and for the project supported by our grant. These must be available for inspection at any reasonable time. Your organisation's audited or independently examined annual accounts for the year in which you received the grant must be sent to us by the date specified by you in the grant application.

15. You must keep grant paperwork for a minimum of six years from the end of the financial year in which the grant was made.

Media Communications

16. An acknowledgement of the source of your grant must appear in your annual report and accounts and in publicity or literature concerning the project we have funded, unless otherwise agreed.

17. You will consult us in advance in relation to any other public acknowledgement of our support for the project, for which prior written approval will be required.

Suspension or Termination of Grant/Repayment of Grant

18. If your organisation does not meet the requirements set out in this document, the Council reserves the right to require repayment of the grant at any time:

19. if the project for which the grant was awarded has not been completed; or if funds have not been fully spent and you become insolvent or go into administration, receivership or liquidation; cease to be a registered charity or hold charitable status; become legally ineligible to hold the grant then we will require repayment of the grant if.

20. We may suspend payment of all or part of the grant if we wish to investigate any matters concerning the grant. We accept no liability for any consequences, whether direct or indirect, of a suspension, even if the investigation finds no cause for concern.

21. If your organisation does not meet the requirements set out in this document, the Council reserves the right to require repayment of the grant at any time. Circumstances when this might occur include if you act in a way in which in our reasonable opinion has the potential to bring the Council into disrepute or if you or any other person or organisation acting for you has provided significantly misleading or inaccurate information, whether deliberately or accidentally, during the application process, or during the project or if you or members of your governing body, employees or volunteers become subject to an investigation or formal inquiry by the Police, Charity Commission, HM Revenue and Customs or other regulatory body.

Sign.....

Date

Name.....

Yours truly,

Sarah Mosedale
Clerk/ RFO to Pevensey Parish Council

Reviewed on 03.09.24