

Grant Aid Terms and Conditions

1. Introduction

1.1 These Terms and Conditions apply to any grant aid that Ashfield District Council awards to any Third Sector organisations. Organisations awarded grant aid funding by the Council must agree to these Terms and Conditions before any grant aid payment is made. If your organisation cannot comply with these terms and conditions you will not be awarded grant aid.

1.2 The purpose of these Terms and Conditions is to ensure that the funding relationship between the Council and the Third Sector organisation awarded grant aid is fair and properly regulated.

1.3 In these Terms and Conditions 'we/our/us' means Ashfield District Council and 'you/your' means the Third Sector organisation being offered grant aid.

1.4 **If you fail to comply with the Terms and Conditions, or cannot prove you are meeting them at any time, the Council may suspend or cancel your grant aid agreement and payments. You may also be liable to repay any grant aid already paid.** This is explained in more detail in section 13 of these Terms and Conditions.

1.5 Much of the Terms and Conditions relate to the good governance of your organisation. For information and assistance with governance issues you should contact a Voluntary and Community Sector development or support organisation which is funded to provide such advice and support to groups in the District.

2. Grant Aid Agreement

- 2.1 If we offer you grant aid support you will be sent an agreement. The chair, treasurer, secretary or other senior members of the governing body of your organisation must sign the agreement which commits you to these Terms and Conditions.
- 2.2 At least one of the people who signs the agreement **must** provide details of an address, telephone number and/or e-mail contact information where they can be directly contacted to discuss the agreement and its associated monitoring, should the need arise.
- 2.3 The people who sign the grant aid agreement must be authorised by the governing body to do so and the minutes of the meeting at which this is agreed should be sent to the Council.
- 2.4 On the offer of a grant, any payment will be agreed through the negotiation of a Service Level Agreement.

3. General

3.1 These Terms and Conditions will commence when both parties have signed the Agreement and will end when the whole of the money has been spent in accordance with your grant aid agreement. However, if you purchase or improve any equipment or asset with the grant aid, these Terms and Conditions will continue until the end of the normal working life of those assets.

3.2 You must use the grant aid **only for the purpose set out in your grant aid agreement**, unless we give you prior written permission to do otherwise. We may fund all or a part of your application and may in some cases attach special conditions to the grant aid offer in addition to those in the standard Terms and Conditions outlined here. Special conditions may be used so that we can make sure our grant aid is properly used when, for example:

- The proposed activity has not been done before, or carries an unusual level of risk
- And/or your organisation is new
- Or you are an established organisation that has experienced problems managing funding or activities in the past.

We will set out any special conditions in the agreement we send offering you grant aid support.

3.3 You must not commit to spending any of the grant aid before you receive and accept your grant aid agreement.

3.4 You must comply with all relevant laws that affect the way you carry out your work or how you spend our grant aid. This includes, where appropriate, the legislation on charities, companies, employees, health and safety, the protection of children and vulnerable adults and so on. We recommend that you seek legal advice to ensure that you are familiar with all of your statutory and legal obligations.

3.5 You **must not** use grant aid for any of the following:

- Payments that support activity intended to influence or attempt to influence Parliament, Government or political parties, or attempting to influence the awarding or renewal of contracts and grants, or attempting to influence legislative or regulatory action
- Activities designed to promote religion, or where people must take part in religious activities in order to benefit
- To pay for things that have already been purchased or events which have already happened.

3.6 Grant aid **will** only be provided:

- To support the provision of services for the benefit of the people of Ashfield
- To groups that are based in and managed by people in Ashfield except where a service development or trial can best be delivered by a group outside of the District
- To organisations that have submitted an application form/proposal for grant aid by an agreed or advertised deadline date except where a service development/trial has been jointly developed by an organisation and the Council.

4. Management

4.1 You must be a recognised Third Sector organisation, not operating to make a private profit and clearly independent of the Statutory and Private Sectors (for more information see Appendix 1).

4.2 You must comply with the terms of your governing document (eg your rules, constitution, or memorandum and articles). You must tell us in advance of any proposed changes to your governing document covering your aims, rules of membership and payment to members of your governing body. If these changes significantly affect the nature or activities of your organisation we may decide to reduce or withdraw your grant aid.

4.3 You will hold regular meetings of your governing body (the management committee, board or executive) and keep accurate records of these meetings. You will carry out the arrangements for electing members of your governing body as laid out in your governing document.

4.4 You will carry out your work in a way that avoids 'conflicts of interest'. Members of your governing body and employees must not use their position or influence to gain advantage for themselves or others. Any personal relationships between governing body members and/or employees should be avoided but where they do occur must be recorded in the governing body's register of interests.

4.5 If we consider that the signatories to an agreement may have a conflict of interest arising from their role in another Third Sector organisation or their connection to Ashfield District Council we will request further information and may withdraw from the agreement.

5. Insurance

5.1 You will ensure that you have sufficient insurance cover in place for all relevant risks - theft, fire, employer's and public liability and third party damage.

Some organisations may need other types of insurance such as professional indemnity or motor insurance (See Appendix 2 for more details).

6. Safeguarding children, young people and vulnerable adults

6.1 You will ensure that you have clear procedures that set out how you will safeguard the welfare of children, young people and vulnerable adults. This includes taking steps to ensure that paid staff or volunteers working with vulnerable adults, children and/or young people as part of your project are appropriately vetted. If you consider your organisation has a valid reason why any of the policies and procedures cannot be put in place, then please put this in writing to the Council. (See Appendices 3 and 4 for more details)

7. Financial procedures

7.1 You will use systems and practices that ensure you can manage your finances. These will include:

- Maintaining a bank account in the name of your organisation into which we will pay your grant aid
- Income and expenditure reports for your work that you check regularly against an annual budget
- Reports for your governing body that give up to date information about your finances
- Arrangements for paying taxes, National Insurance, pensions as appropriate; making arrangements for non-cash payments (eg cheques, cards or bank transfers) to be authorised by two unrelated signatories; and
- Arrangements for the secure handling and accurate recording of petty cash.

7.2 You will keep accurate and up to date financial records, including cashbooks and all invoices and receipts which show how our grant aid has been used. You will retain these records for the period of time required by any relevant laws. At the reasonable request of the Council, and with a month's notice, the organisation will provide the Council with access to records of particular transactions relating to the purpose of our grant aid.

7.3 You will tell us the names of everyone who is authorised to sign cheques and let us know when anyone is added or removed.

7.4 You will make sure your accounts are examined or audited in accordance with the relevant law and regulations for charities and companies. The nature of your accounts will vary according to the size and nature of your organisation and what your governing document says is required. Further advice on these areas is available from the Charity Commission on 0870 3330123 (<https://www.gov.uk/government/organisations/charity-commission>) and/or Community Accounting Plus (www.caplus.org.uk). The following is a list of what we will accept:

Organisations with a yearly total income or total expenditure under £25,000

You can send us a clear written statement of your finances, showing your income and expenditure and any assets and liabilities. This must be signed and dated by your chair, secretary or treasurer as approved by your governing body.

Organisations with a yearly total income or total expenditure over £25,000:

You must prepare accounts for all income and expenditure and a statement of assets and liabilities. This must be independently examined or audited.

Charitable companies:

You must prepare Directors' report and accounts as required by company law.

7.5 If you do not spend the whole grant aid awarded for the agreed purpose, you will inform us as soon as possible and before the end of the period we have given you funding for. We will agree with you what will happen to any unspent grant aid. If we ask you to, you will promptly return any unspent amount to us.

7.6 If you overspend we will not increase the grant aid.

7.7 You will tell us immediately if there are any changes to your bank or building society account details.

7.8 You will not sell or dispose of any piece of equipment or asset that you have bought or improved with the grant aid without first getting our agreement in writing. We may attach a

condition to any such sale that you repay all or part of the grant aid used to purchase or improve the equipment or asset.

8. Procurement Procedures

8.1 If you are using our grant aid to purchase equipment or services from a third party you must be able to demonstrate that you have systems in place to ensure that good value for money will be achieved (eg getting three estimates from bona fide suppliers and contractors, purchasing from reputable dealers, ensuring equipment is to the appropriate British Safety Standard etc).

9. Equality and Diversity

9.1 You will make sure that your organisation has put in place appropriate structures and systems to ensure that it complies with its obligations under all current and relevant laws relating to equality.

9.2 In running your organisation, you will not discriminate on the grounds of:

- Age
- Gender
- Race, colour, nationality or ethnic origin
- Disability
- Religious belief or non-belief
- Marital and Civil Partnership status, family circumstances or caring responsibilities
- Lesbian, gay, bisexual or transgender identity
- Class, level of income or housing circumstance
- Pregnancy and maternity
- Sexual orientation
- Membership or non-membership of trade unions, or involvement or non-involvement in trade union activity; and any other status as identified within the European Convention of Human Rights.

9.3 However, it is acceptable practice for you to target some or all of your activities at specific groups, where your intention is to address discrimination or disadvantage experienced by individuals or communities.

10. Employment Practices

10.1 If you employ staff you will make sure that your organisation has put in place appropriate structures and systems to ensure it complies with its obligations under all current and relevant laws relating to employment.

10.2 You will make sure all your staff have:

- A written description of the terms of their contract of employment
- A job description
- A copy of your equal opportunities policy
- A copy of your grievance and disciplinary procedure.

10.3 In addition, if you recruit for any posts which become vacant, you will:

- Offer the post on pay and conditions that are suitable for the duties and responsibilities of the relevant post
- Advertise the post openly, using appropriate media (including media that could attract disadvantaged communities or those facing discrimination) unless there is a clear reason

not to do so (eg in the case of redeployment under the organisation's redundancy procedures), and relevant legal requirements

- Follow good practice in equal opportunities throughout the recruitment process.

10.4 You will tell us if there are any long-term absences or vacancies in posts in your organisation that may affect your ability to deliver the outcomes supported by our grant aid.

10.5 You will make sure that if a member of your governing body intends to apply for a vacant post they resign from the committee and take no part in any stage of the recruitment process.

11. Monitoring and accounting for the activities

11.1 You must be able to demonstrate to us that:

- You are carrying out the work funded by grant aid as described in your application/project proposal
- You provide high quality and value for money services in proportion to the size of your organisation.

11.2 You must keep records that show the quality and quantity of work carried out to provide your activities and of any complaints received from users.

11.3 You must ensure that you process all personal information fairly and confidentially, in accordance with the Data Protection Act 1998 and the organisation's responsibilities as a publicly funded body.

11.4 You will provide regular information about your work as contained in your grant aid agreement and agreed with us.

11.5 You will allow us reasonable opportunities to visit your premises, observe your activities and ask questions to satisfy ourselves that our grant aid is being used as intended. We will agree with you in advance the dates and times of any visits.

11.6 Section 13 of these Terms and Conditions sets out what action we may take should we have serious concerns about your organisation. This may require us to make enquiries or visits, which are outside the normal monitoring arrangements as outlined above and contained in your grant aid agreement.

12. Publicity

12.1 You will acknowledge our grant aid support in your annual report, in your accounts and in any publicity or other written material you produce about the activities we are funding.

12.2 You do not have to use the Council logo when acknowledging our financial support. However, if you want to, you must make sure you use the correct logo, which is available on the Council's Website.

13. Resolving Difficulties

13.1 The first stage of resolving any difficulties should be discussion between the officer responsible for your grant aid and your organisation. Should this fail to resolve any difficulty, the officer will raise the issue with their senior manager who may write to the Chair of your organisation seeking further discussion.

13.2 We accept that difficulties and disputes within your organisation are the responsibility of your governing body. However, if such problems are likely to affect your grant aid agreement with us you will inform us of them and of any action you are taking as a result.

13.3 Where we become aware or suspect that you are experiencing problems that we consider to be significantly serious, we may carry out an investigation into your organisation. During an investigation we may suspend grant aid payments. We will notify you if this becomes the case and report our findings to you. We cannot provide a complete list of all the situations which we consider to be sufficiently serious to warrant an investigation, however, we will carry out our own investigations if we believe, or have reasonable suspicions, that one or more of the following has occurred:

- You are failing to meet these Terms and Conditions
- You use the grant aid for a purpose that we have not agreed to
- You give us any misleading or inaccurate information during either the application process or term of the grant aid agreement
- A member of your governing body, staff or volunteer acts dishonestly or negligently in relation to your organisation during the term of the agreement
- You are at risk of closing down, becoming insolvent, going into liquidation or becoming unable to pay debts as they fall due.

13.4 We will give you reasonable opportunities to respond to any concerns raised by an investigation. However, at our absolute discretion, we may decide to cancel your grant aid agreement and any further payments and you may have to pay back any grant aid payments that you have already received.

14. Procedures for dealing with Ashfield District Council

14.1 Your main contact with us is usually the officer responsible for the particular budget your grant aid is paid from, or another officer they nominate to act on their behalf. The name of this officer will be sent to you with your grant aid agreement.

14.2 The officer is responsible for:

- Discussing with you all matters relating to your grant aid agreement, the services you provide and the objectives you are helping to meet
- Any queries or problems you have relating to these terms and conditions, your grant aid agreement, payments, monitoring or the administration of Ashfield District Council's grant aid process.

14.4 If you have any concerns about the way that we are managing these Terms and Conditions, you should in the first instance discuss the matter with the named officer. If this fails to resolve the difficulty, you may make a formal complaint in writing to the Locality and Community Empowerment Team at Ashfield District Council or by contacting the Customer Service team on 01623 450000. You will receive a response to your complaint within 15 working days. If you are not satisfied, the complaint can be investigated on behalf of the Chief Executive and if you remain dissatisfied you can request that your complaint be considered by a panel of Elected Members of the Council. At any time the organisation can contact the Local Government Ombudsman about its complaint. They can be contacted on 0845 602 1983 or by email: advice@lgo.org.uk.

15. The Community Empowerment and Resilient Programme

- Nottinghamshire County Council encourages and supports voluntary and community action – consequently, the Community and Voluntary Sector Team have developed a range of measures to support the Voluntary and Community Sector including:
 - a Community Empowerment and Resilient Programme
 - a joint compact between the voluntary sector and local statutory organisations which describes how we will work together to improve our communities
 - a Corporate Grant Aid Strategy
 - financial support through: Grant Aid, The Community Commemoration Fund - set up to mark the 100 year centenary of The Great War and The Councillors' Division Fund
 - regular liaison with the voluntary sector – and practical support.
 - For further information about this programme, please contact Nottinghamshire County Council by:
 - email: (cvs.team@nottscc.gov.uk) or telephone: 0115 977 2041
- or
- by contacting any Voluntary Sector development or support organisation in the County. In Ashfield, Ashfield Voluntary Action is the local development and support organisation, please telephone 01623 555551 or email info@ashfieldvoluntaryaction.org.uk

Appendix 1: Groups

Which organisations can apply for grant aid?

Only community and voluntary sector groups can apply for grant aid.

The community and voluntary sector is very large and within it groups are defined in different ways. The following definitions should help you to decide whether you are eligible to apply:

- **The voluntary and community sector**

In Nottinghamshire the voluntary and community sector is defined as “organisations formed, managed and directed by a group of people in the community, acting in a voluntary capacity.” Registration as a charity is not essential, but the organisation’s governing documents should clearly indicate the voluntary nature of the organisation, and its governing body. The governing documents will also demonstrate that EITHER the organisation runs on a non-for-profit basis, OR that any profits generated must be used for the benefit of the users/community it was set up to serve. A proportion of the services provided should normally be provided through volunteers.

- **The Third Sector**

This is a term that has been used in recent years and refers to the range of institutions which occupy the space between the State and the private sector. These include small local community and voluntary groups, registered charities both large and small, foundations, trusts and the growing number of social enterprises and co-operatives. Current government policy has particularly emphasised the role of the sector in helping to develop and deliver better public services. Of these organisations those that fit the voluntary and community sector definition are eligible to apply.

- **The social enterprise sector**

Social enterprise is less of a sector (such as the transport or retail sectors) and more of a movement (such as the co-operative movement) having a distinctive philosophy of how business should be done: valuing social and environmental outcomes as much as economic outcomes and re-investing profits in its service users/community.

For this purpose the social enterprise sector is that section of the third sector (see above) which delivers its outcomes primarily through trading activities. Unlike the other parts of the third sector it will not seek to ring-fence a budget, through grant or donation and then deliver a service or product. Rather it will develop customers and manage its flow of trading income and expenditure (a cash-flow). Thus income from former customers will cover the costs of delivering services/product to new customers.

The social enterprise sector might require start-up funding in the form of grant aid, equity, or loan. It may deliver some services or products with grant aid support or be contracted to supply specified services, but it should have an operational model which sustains its social and environmental outcomes primarily through its flow of trading activity.

What are support and development Infrastructure organisations?

Voluntary sector development organisations fall into two groups:

- **Local Development Organisations** are basically non-specialist groups that the Council invests in through grant aid to provide generalist advice to service delivery voluntary sector groups. They will cover everything from recruiting and supporting volunteers to how to organise a one-off event through to advice with business planning, funding advice, writing a constitution and forming an organisation.

In Nottinghamshire, the County Council fund development organisations to provide support to organisations; to give volunteering support and to provide leadership e.g. funnelling the views of the Voluntary and Community Sector to the local decision making bodies and undertaking partnership work.

In Ashfield, Ashfield Voluntary Action is the local development and support organisation, please telephone 01623 555551 or email info@ashfieldvoluntaryaction.org.uk

- **Specialist Development Organisations**
As the name suggests, either provide specialist advice across the sector; for example, Community Accounting Plus provides specialist advice and support on issues of human resources or finance to any size of group, regardless of the service it provides or “client” group it works with. Alternatively, Specialist Development Organisations work with a particular part of the Voluntary and Community Sector depending on its service area or particular community. For example, Rural Community Action Nottinghamshire (RCAN) works with organisations based in the rural parts of the County. Recommended funding for these groups varies because each agreement with each group is unique in terms of the outputs and outcomes that the group is required to work towards. The level of grant recommended therefore relies upon the original application received, the priorities it is agreed the group should deliver and the specific activities the group needs to undertake.

Collectively, these development organisations work together to provide leadership of the sector in each individual District and across the County. The Grant Aid recommended is an investment towards these leadership activities and the specific support that is provided to develop and support Voluntary / Community and other third sector groups providing services in the County.

Service delivery groups

These are voluntary/third sector organisations that provide services directly to members of the public or service users. They may be small community or self-help groups that come together to provide mutual support on a specific issue or shared interest. Other organisations specifically develop to provide a service to the wider community who choose to go to them for help, advice or advocacy. All of these organisations can be described as first tier.

Self-help groups

As the name implies these groups are formed by people who have a similar experience, often a disability or long-term limiting (medical) condition and choose to support each other as service users to share information about their experience, the best way to manage their position and to make friends and share their lives. They may be carers and usually the group is unconstituted and does not employ staff or have large over-head costs.

Unconstituted community groups

These are also groups that have a 'common interest' which is often geographically or experienced based for example, 'friends of a park' or a tenants and residents group. They organise activities or make representations on behalf of a wider group of people but do not usually provide 'services' or activities for groups of people.

Appendix 2: Insurance

Set out below are examples of the types of insurance a community or voluntary organisation will be expected to have in place:-

- Employer's Liability (minimum cover £5 million)
- Public Liability (minimum cover £5 million)
- Professional indemnity insurance (minimum cover £1 million)
- Building and Contents insurance
- Motor vehicle insurance, where applicable

Please note that if a significant contract is in place, then the levels of insurance may need to increase eg Employer's Liability cover to increase to £10 million if the organisation has paid employees

Appendix 3: Safeguarding children and young people

Where an organisation deals with children and young people the organisation must have policies and procedures in place to safeguard the welfare of children and young people. These policies and procedures must be reviewed regularly and in line with any changes in legislation. Details of such policies must be easily available to parents and/or carers of children who receive any part of the service. Staff and volunteers within the organisation should be made familiar with the requirements of these policies during induction and receive ongoing supervision and support to ensure that they are adhered to. The policies must include:

- Vetting procedures for staff and volunteers
- Clear expectations on how to report any concerns that a member of staff or volunteer, either from within the organisation or from another organisation, has behaved in a way that indicates they may not be suitable to work with children
- Clear expectation on staff and volunteers with regard to personal conduct and promoting well-being of children
- Contact details of an officer within the organisation who is responsible for dealing with safeguarding issues
- Clear procedures for responding to, recording and reporting child welfare concerns
- Clear procedures for responding to injury or illness to a child
- Missing children policy
- Anti-bullying policy
- Appropriate training for officers, committee members and volunteers about safeguarding issues.

The policies and procedures should conform to those issued by the Nottinghamshire County Safeguarding Children Board (NSCB). Copies of these procedures, and related guidance, are available on the NSCB website:

<http://www.nottinghamshire.gov.uk/caring/protecting-and-safeguarding/nscb/>

Need more information?

Organisations needing more information about policies and procedures relating to safeguarding young people should refer to the NSCB website, which provides information regarding a range of safeguarding matters and details of how to contact someone if you require further information.

Appendix 4: Safeguarding Adults

When an organisation deals with vulnerable adults the organisation must have policies and procedures in place to safeguard vulnerable adults and be able to demonstrate how risk to service users is identified and reduced. These policies and procedures must be reviewed regularly and in line with any changes in legislation. Details of such policies must be easily available to all service users and families/carers who receive any part of the service. Staff and volunteers within the organisation must be familiar with these policies which must include:

- Recruitment and /or vetting procedures for staff and volunteers
- Prevent the mistreatment of vulnerable service users
- Increase awareness and recognition of the issues involved in dealing with vulnerable service users
- Ensure that someone takes action when mistreatment is suspected, to safeguard the vulnerable service user from further harm
- Procedures for responding to, recording and reporting vulnerable adults' concerns
- Contact details of an officer within the organisation who is responsible for dealing with safeguarding issues
- Appropriate training for officers, committee members and volunteers about safeguarding adult issues
- Support and protect staff that meet and try to deal with risk situations
- Implement safe moving and handling of service users
- Deal with emergencies that include a service user's failure to answer the door, are suspected of being missing, injured, ill or dead
- Deal with situations where a service user is at risk through self-neglect, resulting from their behaviour or lifestyle or the actions or behaviour of others
- Deal with suspicions of abuse where the service user lives as a member of a family unit with young children
- If any of the above situations arise, then the organisation must inform the Council immediately.

The policies and procedures should conform to those issued by the Nottinghamshire County Safeguarding Adult Board; copies are available at:

<http://www.nottinghamshire.gov.uk/caring/adultsocialcare/backgroundsupport/safeguardingadults/>

Appendix 5: Partnership/Consortium/Collaborative Bids

Guidance for applicants

If you are applying as the lead organisational member of a partnership or, making a collaborative/consortium bid, you must read and comply with the following:

You should make sure that your proposed partner(s) is allowed by its governing document to legally enter into a partnership, consortium or collaborative arrangement with you, and can do the work you will be expecting them to deliver.

If you decide to work in a partnership/consortium or collaborate with another organisation(s), we need to be sure that you will be the lead organisation with overall control of the project and our grant aid funding.

You must have formal, individual, written agreement(s) with all your partner organisation(s)/consortium members. This should define the purpose of the partnership/consortium and describe how any potential conflicts or misunderstandings can be resolved. The agreement should explain your responsibilities, as the lead organisation, and those of your partner(s)/consortium members. The agreement could be called a memorandum of understanding, legal partnership agreement or contract. It should be attached to your grant aid application.

As the lead organisation you should lead the process of preparing the agreement, but both (all) partners/consortium members must agree the final document.

What to include in a partnership/consortium agreement

The content and level of detail in your partnership/consortium agreement will depend on the size of the project, the type of work to be done, and how the partners/consortium members will work together.

These are the areas we suggest you cover in your agreement:

- **Parties to the agreement**
State the names and addresses of those signing up to the agreement. It should be clear which of the organisations applying for grant aid, is the lead organisation in the partnership/consortium.
- **Terms and conditions**
If there is any conflict between the terms and conditions of the grant aid agreement and the terms of the partnership/consortium agreement, our terms must take precedence. The terms and conditions of our grant aid agreement should be attached as a schedule to the partnership/consortium agreement.
- **Purpose of the agreement**
This should include a brief description of the work (project) that the agreement relates to. A copy of the grant aid application, which provides full details of the work (project), should be attached as another schedule to the agreement.
- **Roles and responsibilities**
You should make clear which tasks and services each partner/consortium member will be responsible for delivering and when.

- **Communication**
You should make clear how often the work (project) will be discussed by partners/consortium members and by what methods - for example face to face meetings, phone or e mail. Who will handle enquiries and how quickly should replies be sent? What will be discussed at formal meetings? Include key contact details.
- **Media communication**
You should make it clear who will be responsible for promoting the work (project) through the media and for responding to enquiries.
- **Resolving disputes**
You should have a process for resolving disagreements between partners/consortium members. Will you involve an independent third party to arbitrate? Remember that a disagreement between you might mean that you may not be able to meet our grant aid terms and conditions.
- **Record keeping/monitoring and evaluation/progress reports**
What records relating to the work (project) will be kept and who will be responsible for collecting the information? What monitoring will be carried out? Who will be responsible for producing evaluation reports? How often will this be reviewed? As the lead organisation will need to complete regular monitoring reports for us, you need to make sure that relevant information held by a partner organisation(s)/consortium members can be easily provided when needed.
- **Finances**
It should be made clear that the lead organisation will be responsible for all grant aid payments received from Ashfield District Council. What payments will be made to your partner(s)/consortium members for services provided/work done, how often and what will the method of payment be? The lead organisation must keep records of all expenditure and be able to provide evidence of spending to us if we ask for it. We cannot be responsible for payments to partners/consortium members: this responsibility lies with the lead organisations.
- **Terms and Conditions/Grant Aid Agreement**
It is the responsibility of the lead organisation to ensure that partners/consortium members are aware of, and can comply with, Ashfield District Council's Terms and Conditions for grant aid, and of the particular requirements of the grant aid agreement.
- **Timescale**
Make it clear how long the agreement will last and how it can be ended early or extended if necessary.
- **Any other work (project) specific issues**
For example, if you are expecting your partners/consortium members to produce reports or case studies or other work for you, you might need to consider who is to own the copyright.
- **Declaration**
Members of the governing bodies of all the partnership/consortium members must sign the partnership/consortium agreement. Members of the governing bodies of all the partnership members must sign the grant aid application form and any grant aid agreement that is offered, they should also supply a copy of the minutes of the governing body meeting at which the application and agreement is considered unless these minutes are provided through a joint meeting.