

## Neighbourhood Improvement Fund - Terms & Conditions

Any pledge received from this fund will be subject to the following terms and conditions.

1. We will use any grant for exactly the purpose as described in our application and as detailed in the offer letter from CBC. We will not make any major change to the project without first receiving an agreement in writing from CBC.
2. We will not sell or dispose of any equipment or other assets which have been bought with a grant without first receiving agreement from CBC. If we sell any equipment or assets, we may have to pay CBC part of the money we receive for them. The amount we repay will be in direct proportion to the share of the project costs that came from CBC.
3. We will not use a grant to pay for goods or services that we buy or order before we receive confirmation of the grant from CBC. We accept responsibility for all payments and costs incurred prior to receipt of grant payment.
4. We understand that the award is for a one-off grant and CBC will not fund any further project activity or difference
5. We will inform CBC of any change in the constitution or terms of reference for the group and agree to refund any grant at the discretion of CBC if any change is significant to the project (in accordance with clause 1 above).
6. We will comply with any relevant legislation affecting the way we carry out our project.
7. We will not use the grant to publish any materials that support any political movement or party or for campaigning purposes.
8. We will acknowledge the CBC grant in our annual report, the accounts which cover the period of the grant and in any relevant publicity materials we produce about the project. We will supply copies of these documents to CBC if requested.
9. We agree that CBC may hold and process any information we give on computer and reproduce such information in any form.
- 10.
11. CBC can use our name and the name of our project in its own publicity materials. We will inform CBC of any situation where confidentiality is a particular issue.
12. We will spend the grant within the agreed timeframe.
13. If we do not spend the entire grant, we will promptly return the unspent amount to CBC and/or agree an alternate use of any part thereof.
14. We will monitor the success and spend of the project and complete interim and end of grant reports as required by CBC.
15. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two (2) years from receiving the grant. We will make these available to CBC if asked.
16. CBC may, at its own discretion, defer a grant or ask us to repay a grant, in whole or in part, in the following circumstances:
  - a. If we fail to comply with the terms and conditions in any way;
  - b. If the application form was completed dishonestly or the supporting documents gave false or misleading information;
  - c. If we do not follow equal opportunities practice as required by law or in accordance with the policy provided.
  - d. If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work for us at any time during the project;
  - e. If we fail to complete the project within six (6) months or other period agreed by CBC;
  - f. If we close down, become insolvent, go into administration, receivership or liquidation
  - g. If our group closes down we will not sell or dispose of any equipment or assets without first
17. We understand that CBC accepts no legal responsibility for any part of the project. We are responsible for ensuring insurance and safeguards for the project activity.
18. These terms and conditions will apply until we have spent the entire grant and CBC has received and approved the End of Grant report. If we have bought any equipment or assets with the grant, these terms and conditions will apply until the end of the normal working life of the assets.