

Town Council Grant Terms and Conditions

Applicants are to provide the Council with a written breakdown of how the grant has been spent, and feedback on the success of the project, initiative or event.

This should be provided by completing the attached Post Grant Questionnaire.

The Post Grant Questionnaire should be submitted within one calendar month of the completion of the project, event or initiative so that it can be reported to the next meeting of the Council's Policy and Resources Committee.

Failure to provide this information may result in the Council requesting repayment of the grant and could affect any future applications for financial assistance.

If you have requested a grant towards a specific item of expenditure, a copy of the final invoice (for which the grant was requested) must accompany the Post Grant Questionnaire.

If the amount requested was towards the cost of a project, event or initiative generally, then a breakdown of expenditure with copies of final invoices must accompany the Post Event Questionnaire.

The grant may only be used for the purpose(s) specified in the Large Grant Application Form and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Grants and donations must be spent within one year of award. Any unspent monies left after this time must be repaid to the Council.

Applicants must inform the Council if the project or event does not take place or is to be postponed and the Council may seek refund of all or part of the grant.

Applicants agree not to dispose of any equipment or other assets purchased using the grant without the prior knowledge of the Town Council and the Council reserves the right to reclaim all or part of the grant in such circumstances.

The applicant agrees to comply with all relevant legislation in carrying out any project, event or activity funded by the grant.

Acknowledgement of the financial support received from the Council is required to be on any promotional material relating to the project, event, or initiative, including in your annual report, accounts, website, social media where possible.

In the case of registered charities, it is a requirement that the charity's accounts are filed with the Charity Commission on time. Failure to ensure this may result in the grant needing to be repaid.

I confirm that I accept will comply with these Grant Terms and Conditions.

Name

Signed

Date