



STANDARD GRANT TERMS AND CONDITIONS

In these General Terms and Conditions of Grant the following words shall, unless the context requires otherwise, have the meanings set out next to them:

Agreement or Grant Agreement means the Agreement specified in the Grant Offer Letter, including these terms and conditions and any other Annexes and appendices notified in the Grant Offer Letter;

Duplicate Funding means funding provided by a Third Party to the Grant Recipient, which is for the same purpose for which the Grant was made, but has not been declared to Us;

Grant means the grant payable by Us to You as set out in the Grant Offer Letter under the terms of the Grant Agreement;

Grant Offer Letter means the letter or email from Us to You offering You a Grant for the Project;

Project means the project described in your application to the programme;

We, Us and Our means Two Ridings Community Foundation and includes those officials and employees acting on behalf of Two Ridings Community Foundation and

You and Your means the organisation that We are giving the Grant to, as specified in the Grant Offer Letter, and includes officials, employees and agents acting for You.

- Monies will be spent exclusively on the purpose as set out in the application form unless written permission has been received from Two Ridings Community Foundation that a variation can be made.
- Two Ridings Community Foundation must be informed immediately of any significant change to the organisation's circumstances that might affect their ability to deliver the project as outlined in the application. This includes any major loss of contracts, departure or changes of senior staff members, Chair or equivalent. Any such change must be reviewed and acknowledged by Two Ridings Community Foundation.
- You agree that you will not apply for, or obtain, Duplicate Funding in respect of any part of the Funded Activities which have been paid for in full using the Grant.
- Responsibility for all equipment bought with grant monies lies with the grant recipient.



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- Two Ridings Community Foundation will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
- Grant recipient to ensure that all necessary permissions, insurances and licences have been obtained for any project funded by the grant and that the project complies with all relevant regulations.
- Equipment or other assets funded or part funded by the Foundation will not be sold or disposed of without first receiving written permission from Two Ridings Community Foundation.
- All financial records and accounts including receipts for items bought with the grant will be kept for at least 6 years and made available to Two Ridings Community Foundation if requested.
- Publicity rights are reserved as a condition of funding.
- Two Ridings is committed to transparency and will publish information about the grant recipient relating to the activity that has been funded, including the name of the funded organisation, the amount of the grant and the activity it was for. This information may appear in Two Ridings Community Foundation press releases, in print and online publications, and will be available to download from the Two Ridings website. Two Ridings Community Foundation works with 360 Giving to publish information about grants and the data will then be available for tools that use open data, for example Grantnav.
- I confirm that in addition to obtaining all relevant permissions and licences, I am not aware of any situation that could potentially result in a dispute with neighbours or other community members as a result of the funded project.
- Should my application be successful, I accept any additional conditions detailed in the email outlining the grant offer.
- A follow-up monitoring form will be completed and returned to Two Ridings Community Foundation when the funding is fully spent, including case studies and photographs where appropriate.
- I confirm that the organisational bank account requires, as a minimum, two unrelated signatories to operate.



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Safeguarding

- In this clause:
 - children are those under the age of 18; and
 - adults at risk are those who are or may be at risk by reason of mental disability, sensory impairment, age or illness, and who are or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation

- In respect of children and adults at risk, you confirm that:
 - You have all necessary safeguarding policies and procedures in place and that they are robust and fit for purpose;
 - You will act in accordance with such policies at all times;
 - You are committed to safe recruitment, selection and vetting and carry out appropriate checks on all members of staff, volunteers and others involved with your organisation who have contact with children or adults at risk, including (where applicable) DBS checks, checking references, requiring proof of identity and relevant qualifications and carrying out a face-to-face interview; and
 - under no circumstances will any individual who is considered to pose a risk to children or adults at risk be deployed to work with these groups.

- Failure to comply with these terms and conditions and any additional conditions set out in the email outlining the grant offer may constitute a breach of terms and conditions. In the event that Two Ridings considers that a grant recipient has breached the terms and conditions of their grant award, Two Ridings reserves the right to request the return of the total grant awarded. No future applications for funding will be accepted from organisations in breach for a minimum period of two years and then only if the organisation is able to provide evidence of action taken to strengthen management capacity.

Payment will be made by BACS. Please provide a copy of your bank statement or deposit slip. **We will not be able to transfer any grant monies if we do not receive this** as it enables us to confirm your details.

You may wish to retain a copy of this agreement for your records.