

TERMS AND CONDITIONS

These are the standard conditions for acceptance of the Kerrching Fund Grant.

❖ **The Purpose of the Grant**

You may only use the grant for the purpose that it was awarded - this is the purpose you gave in your application.

The confirmation of offer letter tells you that we are awarding a grant and explains if the grant is only being awarded for some parts of the application and not all of it.

You will allow us, or our agents, access to any financial records relating to this grant.

We may alter, or withdraw the grant, if we do not consider the activity or spending to be in line with your original application.

❖ **Terms and Conditions**

We will not pay any cost above the amount of the grant awarded.

You must confirm that you accept the grant by signing the confirmation of offer letter. An authorised member of staff from the supporting organisation must sign the letter. You must return this signed document back to us. No payments will be made until we have received this.

You have the Quality in Action Award or agree to achieve the award.

- *Applicants from the voluntary, community or faith sector must hold the Quality in Action Award (previously the Children and Young People's Alliance Award) via Action Together, or agree to achieve the award within 12 months of receiving the funding as a condition of the grant (contact details will be passed to Adele Thomson at Action Together).*
- *The Quality in Action Award is Oldham's locally recognised quality assurance framework for voluntary, community and faith organisations working with children and young people.*
- *This can be used by organisations to enable them to demonstrate that they meet a set of minimum standards when working with children and young people.*

If you have not spent all the money awarded by the end of the activity you must pay any money remaining back to us.

We will not fund the following:

- Individuals – the application must be for a group of young people (6 or more)
- Activities that take place outside the United Kingdom, e.g. overseas trips (unless you are applying for partial funding towards a uniformed organisation convention / British Council funded youth exchange)
- Management costs to the supporting organisation
- Administrative costs to the supporting organisation
- Equipment, unless it is directly essential to the activity to be undertaken
- Training costs for staff
- Activities delivered within the core school timetable
- Projects that promote a religion or a political view
- Purchase of vehicles or maintenance costs for vehicles
- Costs relating to existing core budgets (must be additional, we cannot fund things that are already funded)

Any equipment purchased must be essential to the funded activity. It is your responsibility to ensure that adequate security measures are in place and that the equipment is appropriately insured. When the funded activity is finished, the equipment must become the property of the young people's organisation and continue to be accessed and used by young people. If this does not happen the equipment must be returned to us and will become the property of Oldham Youth Council.

We will supply you with an Evaluation and Financial Monitoring form that must be completed by the representative from the supporting organisation. If possible, please provide us with photo and video evidence within your evaluation. The information given will be used and stored in line with Oldham Council's Data Protection policy that follows EU General Data Protection Regulation May 2018 – further details can be found at <https://www.oldham.gov.uk/dataprotection>.

We may visit the funded activity at least once within its lifetime to carry out a monitoring visit. As part of the conditions of the grant we ask that you send us a full timetable of events and activities for your project. If we intend to visit your project, you will be informed of this beforehand. We may ask to see evidence of spending and activity so far (including attendance sheets – signed by those participating, recordings of sessions and where appropriate photographs). As part of the monitoring visit we may take photographs and video footage of the activity that we may use in our own publicity materials – both printed and online. We will seek photographic / video consent of people taken in the media by sending you appropriate consent forms, please ensure that young people taking part in your activity have completed and returned these forms.

❖ **Breaking the Conditions**

If you break any of the conditions, you may have to pay back either part or the entire grant, and this will affect any future applications you wish to make.

You may need to pay back the grant if:

- You significantly change the activity for which you have received funding without getting our approval in writing beforehand
- You do not use the grant for the purpose that it was awarded
- You do not complete the funded activity (unless in our opinion this was a failure due to circumstances beyond your control)

- You have written anything within your application that was wrong or misleading, either by mistake or deliberately
- You act illegally or negligently at any time during the funded activity
- Fail to complete the Evaluation and Financial Monitoring forms at the end of your funded activity.

As a result of any of the above:

- a) We can decide whether to ask for repayment or to continue to fund the activity. When deciding, we will consider if any problems can be fixed to our satisfaction and within a reasonable time frame.
- b) When paying back any of the grant, we will consider how much of the funded activity has been successfully completed before we decide the amount you are required to pay back.

If we do not enforce our rights after you break a condition, this does not mean that we will not enforce those rights in the future.

❖ **General Conditions**

You must acknowledge our grant by following the guidelines we have provided. You need to indicate on all published material, both printed and online that ***'this activity or project was supported by the Kerrching - Youth Opportunity Fund'*** and use our logo (available in a digital format on request).

You are responsible for being fully aware of safeguarding issues and protecting children and young people. You must carry out a risk assessment of all the activities. We can provide you with support to do this if you need it.

❖ **Additional Conditions for those Organisations Working with Young People with the Grant Funded Activity**

You must adopt and apply a written policy and set of procedures to protect children and young adults.

All staff must have undertaken an enhanced Disclosure and Barring Service (DBS) check, and a copy of the certificate information must be held by the supporting organisation. We may ask to see evidence of this.

You must carry out your business within any relevant government legislation, especially when employing staff.

You are responsible for getting any licences, permissions and insurances that are necessary by law.

We cannot be held responsible for any of your debts or liabilities and will not be responsible to anyone who may take, or threaten to take proceedings against you.

You are responsible for getting your own financial and legal advice. This includes getting appropriate professional advice on your tax status as a result of receiving funding from us.

You must have and apply an Equal Opportunities policy. You should follow best practice in this area by referring to the Equal Opportunities Commission, the Commission for Racial Equality, the Disability Rights Commission and any other relevant organisation.

Your organisation is responsible for its own management and affairs. You must not assume that your business is financially stable even if we continue to support you. You must get appropriate advice whenever you need to, so that you will be able to continue to carry out your business legally. We and staff of Oldham Council will not take part in carrying out your business and cannot be held responsible for your business.

You must not use the grant to pay for goods or services that have been bought or ordered before you received the offer letter.

You must consider the duties set by the Insolvency Act 1986 and related legislation on limited companies. Your Board must make sure, by taking appropriate professional advice when necessary, that your organisation can continue to be 'solvent' (this means continuing to meet its financial responsibilities). You must tell us immediately if your organisation changes in a way that may threaten its solvency. You must not rely only on continued support from us as evidence of solvency. You cannot use any of these monies to pay for redundancy payments. This applies whether or not the funding agreement says that the revenue support is to be used towards staff salaries.

During the period covered by your grant, you must not sell any assets or goods that have been either totally or partly bought, restored, conserved or improved with our grant funding unless we have given you permission, in writing, beforehand.

❖ Information We Need From You

We reserve the right to request information on your organisation and / or this project, in addition to that obtained from the application form and the evaluation forms. Oldham Council's Young People's Services needs to collect and use certain types of information about the individuals they come into contact with in order to carry out their work. The information given will be used and stored in line with Oldham Council's Data Protection policy that follows EU General Data Protection Regulation May 2018 – further details can be found at <https://www.oldham.gov.uk/dataprotection>.

An accurate audit trail and all relevant receipts need to be available for monitoring and kept for a minimum of seven years after the project has been completed. The monitoring and evaluation will only ask for copies of receipts totalling more than £50 but all receipts must be kept by you/your organisation.

You can withdraw your application or have stored details removed at any time by contacting pam.jennings@oldham.gov.uk. By withdrawing an application or removing any details you may prevent your organisation from receiving the funding.

You must monitor the success of the funded activity and give us any information we need. This is to ensure that the funded activity has been completed properly and in a way that follows the standard conditions for the grant.

You must ensure that the monies received on behalf of the young people that your organisation has agreed to support, is spent on the activities as laid down in the bid. We will forward the monies prior to the date of the activities and it is your organisation's responsibility to ensure this money is spent on the activities for which it has been approved, within the time scales agreed.