

Community Foundation Northern Ireland Terms and Conditions Payment of Grant Aid

Grant payments will be released as follows: -

- (i) 1. For grants up to £20,000, 100% of the grant aid will be advanced by the Community Foundation on receipt of the signed contract, bank statement and subject to any additional conditions also being met by the organisation.
- (ii) 2. For one-year grants over £20,000, 80% of the grant aid will be advanced on receipt of the signed contract, bank statement and subject to any additional conditions also being met by the organisation. The final balance of 20% will be released upon satisfactory verification by the Community Foundation staff of spend against the initial 80% payment.
- (iii) For two-year grants over £50,000, 50% of the grant aid will be advanced by the Foundation on receipt of the signed contract, bank statement and subject to any additional conditions also being met by the organisation. The 50% balance of the grant aid will be paid on submission of a satisfactory interim monitoring report and satisfactory verification of spend. On completion of the project, Community Foundation staff will undertake a final verification.
- (iv) For three-year grants over £50,000, 33.34% of the grant aid will be advanced by the Foundation on receipt of the signed contract, bank statement and subject to any additional conditions also being met by the organisation. The second 33.33% of the grant aid will be paid on submission of a satisfactory interim monitoring report and satisfactory verification of spend. This will also apply to the final 33.33% instalment. On completion of the project Community Foundation staff will undertake a final verification.

This agreement shall be subject to the Terms and Conditions set out below:

The Grant

The grant must only be used for: -

- (i) the project as detailed in the application form submitted to the Foundation and
- (ii) the purpose as detailed under Purpose of Grant Aid, and
- (iii) the expenditure as detailed in the approved budget.

The project to which the grant relates must commence within 6 months of the date of this agreement.

Changes to the Project

The Foundation must be advised immediately of any events such as a change of circumstances or incidents involving the misuse of funds.

Changes must not be made to the nature, scale or timing of the project, as defined in the Letter of Offer, without the written permission of the Foundation. Changes in the source or amounts of funding must be notified to the Foundation and agreed in writing.

Staff

Where a project is responsible for the employment of staff, employment conditions and practices must comply with all relevant employment legislation and should take account of current good practice in relation to employment rights and equal opportunities.

Financial Management of the Grant

The organisation must maintain proper accounting records which clearly indicate both the sources of income and the details of how the grant has been expended. The project should seek to ensure that value for money is achieved in relation to project expenditure and must adhere to the following guidelines: -

- For items of expenditure up to £3,000, there is no requirement to tender or obtain quotations unless specified as a specific grant condition.
- Items between £3,000.01 and £10,000 require 3 quotations from competent suppliers who ordinarily supply the service. The documentation to be retained is a written record of the three quotations which may include an email quotation or internet printout.
- Items over £10,000.01 require a minimum of 3 written quotations and a full tender action which must be publicly advertised in open or restricted tender competition.

A record of all quotations must be retained and the reasons supporting the decision to accept a quotation which is not the lowest should be recorded.

A Final Report detailing the project activities and outcome and the project income and expenditure must be completed at the end of the project and prior to the payment of any further grant aid. The Final Report should be completed online after your project is finished. The link to your online report is provided in the email accompanying this letter. We will also send you a reminder with this web address shortly before your Final Report is due.

You should retain all original financial documentation (original bank statements, original invoices, quotations and other relevant supporting documentation relating to project expenditure) for a period of at least seven years after the completion of the project. We will tell you if we need you to send this financial

documentation with your final report. Following inspection by the Foundation, the original documentation will be returned to you.

The organisation must ensure that it has adequate financial systems and checks to ensure that fraud does not occur. Other funding received for this project must be declared to the Foundation. A record of the grant should be identified in the Annual Accounts of the organisation.

Liabilities

The Foundation accepts no responsibility, financial or otherwise, for expenditure or liabilities arising out of the work of the organisation. Any commitments incurred before this agreement is made or any commitment more than the approved budget shall be the responsibility of the organisation.

Monitoring

The Final Report must be completed within one month after the end of the project and prior to the payment of any further grant aid. See details above under 'Financial Management of Grant'.

Insurance

The organisation shall insure and keep insured the activity and all assets associated with it against all risks appropriate to the business of the organisation. Satisfactory written evidence that all such insurance cover has been put in place shall be supplied to the Foundation as and when required.

Good Practice Policies

The organisation must comply with best practice and with current legislation regarding funded programmes including matters relating to work with children and vulnerable adults, Section 75 groups, equality of opportunity, TSN (Targeting Social Need), tendering etc.

Assets

Assets acquired through Foundation grant aid cannot be sold, disposed of or given away, within the life of the asset or within five years (whichever is longer) without the prior written approval of The Community Foundation for Northern Ireland.

Publicity

Publicity material and publications relating to projects funded by this fund should acknowledge the source of the funding by using the following statement and the logo where applicable:-

“This project has been supported by the Community Foundation for Northern Ireland through (name of Fund)”.

Sharing of Information

Information provided by you will be stored on computers, and in some cases hard copy, and may be made available to funding bodies for the purpose of ensuring the accuracy of information and preventing or detecting crime. Summary details of information relevant to the award of funding will also be made available to the public via the Foundation’s website, Annual Report and other Foundation publications. All information will be stored in compliance with Data Protection legislation.

Non-Fulfilment of Conditions of Grant

In the event of the organisation failing to comply with the conditions of this agreement, or if the grant monies are not spent within twelve months from the signing of this agreement, the Foundation reserves the right to withdraw or reclaim the grant, and to claim ownership of any capital items (cost price in excess of £200) purchased with the grant. Any over-payment of funding must be repaid to the Foundation.