

SHEPWAY WW1 CENTENARY MEMORIAL FUND 2018 FUNDING AGREEMENT

DATE:

PROJECT REF:

PROJECT NAME:

RECIPIENT ORGANISATION:

GRANT REQUESTED: £

GRANT AWARDED: £

GRANT PURPOSE:

HOW TO ACCEPT THIS OFFER OF GRANT

To accept this grant please sign the form and return a copy to us by **XX XXX 2018**. Please keep a copy for your records.

The grant offer will be legally binding once signed by you. By accepting this offer of grant you are agreeing that you will comply with the conditions set out in this agreement.

GRANT PAYMENT

Grant is paid in arrears although in exceptional circumstances we may offer an advance payment of up to 50% of your grant as forward funding (subject to a maximum of £5,000). The council reserves the right to request the return of any forward funding if any of the terms and conditions are not met.

The grant must be used specifically to help meet the costs of the project as described above and must be claimed in full by 31st January 2019.

To claim your grant you will need to complete a Grant Payment Request Form (copy attached) and provide evidence of expenditure in the form of copies of paid invoices/receipts and bank statements showing payments made for this project.

We will endeavour to pay you the agreed grant promptly, but accept no responsibility for losses on your part caused by any delay in the payment, or which are the result of any subsequent suspension, reduction or cancellation of the payment.

PUBLICITY FOR THE WW1 CENTENARY MEMORIAL FUND

The applicant must publicise the Council's support for this project and provide copies of the publicity. Copies of logos for use in connection with your project can be obtained from: communications@shepway.gov.uk

CHANGES TO THE PROJECT

If your project's aims or content change after you have received this grant offer, you must tell us in writing and seek our approval for:-

- Any change that will alter the nature of the project before it begins
- Any significant changes that you subsequently find will alter the nature of the project's outcomes over the lifetime of the project
- Any change to the project's beneficiaries, users or owners

In such an event we may revisit our decision to pay the grant, and may at our discretion require the repayment of all or part of the grant.

LEGAL CONSENTS

All legal consents required in connection with this project must have been obtained before the grant is claimed.

COST OVERRUNS

As a condition of grant the applicant indemnifies the Council against any claim arising from this project's being undertaken and the Council will not be held responsible for any cost overruns.

DISPOSAL OF ASSETS

No asset bought with this grant and which is worth in excess of £2,500 may be disposed of without our prior written consent. In pursuance of this condition the applicant will provide the Council with written information including, where appropriate, the purchase date, a description of the asset, the price paid, serial/ numbers and location of the asset.

MONITORING

As a condition of this offer, any authorised council representatives may:-

- Inspect the project and ask you for further information about it (and be entitled to receive full answers)
- See the original documents relating to the project

The council may also withhold the entire grant and/or require you to repay all or part of it, if we feel that:-

- You have not complied with any of the terms and conditions of this letter; or
- You have failed to take sufficient measures to investigate or resolve any reported irregularity in the delivery of the project and its spending

Within one month of the grant having been claimed/project completed an End of Project Report (copy attached) must be provided to the Council explaining how the grant monies were spent and to what extent the project has achieved its aims.

Signature:

(If signed on behalf of an organisation the signatory must be authorised to sign on behalf of that organisation)

Name:

On behalf of:

Dated:

Please email the signed agreement to: communitydevelopment@shepway.gov.uk

or by post to

Alex Sansom,
Shepway District Council,
Civic Centre, Castle Hill Avenue,
Folkestone, Kent, CT20 2QY