

Terms and conditions of the
Community Grant Scheme

It is the responsibility of your group to have the necessary policies and procedures in place, as well as any insurance policies and risk assessments that may be required of you. If you are unsure whether any anything is required, you should take independent advice. WDH reserves the right to withhold funding, or request funding be repaid if it is found your group does not have the acceptable policies, procedures and insurance in place.

**Projects working with children, young people or vulnerable adults**

If your group works with children, young people or vulnerable adults, it is your responsibility to have acceptable safeguarding policies and procedures in place and ensure relevant DBS checks have been undertaken.

**Health and Safety / Insurance**

Your group must consider any health and safety issues relating to the proposals and complete a full risk assessment where appropriate.

It is the responsibility of the group to ensure that there is adequate insurance in place for the proposed project. Where necessary, your group should take out, amend or upgrade Public Liability Insurance and provide a copy of the certificate with the grant application.

**Financial requirements**

Your group must have a UK based bank or building society account in the name of the group. At least two people, who are unrelated and do not live at the same address, must be able to sign cheques or make a withdrawal.

Grants awarded must be used as specified in your application form. If there are any changes to the application once the award has been issued, you must let WDH know straight away. If the change means that the project is substantially different to the one you described in your application, the grant award will be reviewed and you may have to repay some, or all, of your grant.

Funding should be spent within 12 months of its receipt.

Receipts must be sent to the Governance and Executive Support Team within six weeks of the grant being spent.

If at the end of your project there is any unused money, this should either be repaid to us, or if there is a way that you can spend it which would add to the project you have completed, then please let us know what that is. If we can see that it will further enhance the project, we will usually agree to you using the remainder of the money for that.

Should the group dissolve, WDH should be notified and any unused grant should be repaid or equipment still remaining returned to be redistributed in the community.

**Monitoring and evaluation**

Monitoring and evaluation forms will be requested and must be completed and returned upon request.

**Signing the terms and conditions**

By signing these terms and conditions you confirm:

1. that you understand and agree to comply with all of the above;
2. that all information submitted in your original application is accurate and that nothing has changed since the original application; and
3. that you are still able to fully deliver the project set out in your application with the funding that has been awarded, whether this is full or part funding, and that you agree to the terms above expected of your group.

Name 1

Signature 1

Name 2

Signature 2