

## **Terms and Conditions for a standard grant to an organisation**



### **DECLARATION**

It is essential that the applicant organisation fully understands and agrees to the following Terms and Conditions. Please note that if the signatory (person who completed the application form) leaves the organisation, can no longer fulfil their responsibilities, or someone else takes over responsibility for the grant, you must inform us immediately and ensure someone at your organisation is responsible for this grant and identified to Essex Community Foundation (ECF).

### **TERMS AND CONDITIONS**

1. We understand Essex Community Foundation will use the information that we have provided to record, process and assess our application for a grant. ECF will hold and manage the data in accordance with our privacy policy which can be viewed on our [website](#).
2. We will only spend the grant for the purposes outlined in this application unless we have received written confirmation, from ECF, that we can make a variation of spend.
3. We understand the funding is to be spent within one year of the grant being awarded unless advised otherwise.
4. We understand that the grant is subject to the availability of appropriate donor funding and that particular terms may be incorporated in the grant offer letter to reflect the particular requirements of the donor fund.
5. We understand retrospective payments cannot be made with this award.
6. We agree to complete ECF's End of Grant Report Form and to forward copies of all paid invoices and receipts relating to expenditure of the grant. We understand that satisfactory completion of an End of Grant Report Form is a prerequisite for any future application for a grant and a visit to the project may be arranged for evaluation purposes.
7. We agree to advise ECF immediately if there are significant changes affecting the project or our organisation including, but not limited to: a starting delay of more than 3 months; duplicate funding; changes to the financial stability of our organisation; changes to the project as it develops or any underspend. Approval will be obtained from ECF to use the grant for any other purpose than that stated. ECF reserves the right to withhold approval if the proposed expenditure falls outside the criteria of the programme from which the grant was funded, outside the grantmaking policy of ECF, or does not clearly contribute to the core aims of the organisation to which the money was granted, in which case unspent money will be required to be repaid.
8. We acknowledge we cannot sell or dispose of any equipment or other assets funded or part funded by ECF without first receiving written permission. If any equipment or assets are sold within their working life without such permission, ECF may ask for a proportionate percentage of the original grant to be re-paid.
9. We understand that all publicity generated by our organisation in relation to this grant should acknowledge the fund name(s) managed by ECF as outlined in the offer letter.
10. We understand that if the application is successful, we are agreeing to information about our organisation being used in publicity by ECF and third party funders in partnership with Essex Community Foundation.
11. We understand that in the event that the organisation is in material breach of any of these terms and conditions ECF reserves the right to take action to recover the total grant awarded and any costs or interest associated with the grant award.

*Note:* Essex Community Foundation will process and store the information that you provide in accordance with its privacy policy

<http://www.essexcommunityfoundation.org.uk/about/about/privacy-statement/>

You can change your communication preferences at any time via our website

[www.essexcommunityfoundation.org.uk](http://www.essexcommunityfoundation.org.uk) or by e-mailing [forgetme@essexcf.org.uk](mailto:forgetme@essexcf.org.uk)