



**Taunton Charter Trustees
Unparished Area Precept Bid Application Form
Grant Agreement**

Organisation Name:	
Project Name/Purpose of Grant:	
Amount Awarded:	
Date Awarded:	
Project Start Date:	

In accepting this grant the organisation agrees to abide by the following terms and conditions.

We,..... agree that:

1	The grant will be used for the exact purpose(s) set out in the application form and supporting documents submitted.
2	The amount awarded is the final amount. If additional costs are incurred during or after delivery of the project we understand that it is our responsibility to cover these costs. We understand your obligation does not extend to paying us any amounts in respect of VAT which can be claimed back by our organisation in addition to the grant.
3	Should we wish to make any alterations or amendments to the agreed budget or project we will seek permission from Taunton Charter Trustees prior to such expenditure being incurred or any changes to the project being made.
4	If we are not granted permission by Taunton Charter Trustees to make changes to the budget or project and we are unable to spend the funds as originally agreed we understand that Taunton Charter Trustees has the right to reclaim the whole or part of the grant.
5	If we do not spend the entire grant for the purpose stated in the application we will not use the funds for another part of our work. We understand that Taunton Charter Trustees may request the return of any unspent funds.
6	We understand that Taunton Charter Trustees may reclaim whole or part of the grant in any of the following circumstances: a. If any member of the governing body, staff or volunteers act dishonestly or negligently in their work during the project.

	<p>b. If the application form was completed dishonestly or the supporting documents gave false or misleading information</p> <p>c. If the organisation closes down, goes into administration, receivership or liquidation.</p> <p>d. If this agreement is breached.</p> <p>e. If we receive duplicate funding from any other source for the same or any part of the project.</p>
7	We will inform Taunton Charter Trustees of any significant changes to our organisation, constitution or articles of association, staffing structure, and/or funding external to this agreement.
8	If the grant is to fund or part fund equipment or assets, we will not sell or dispose of any equipment or assets during the project or within a 5 year period of submission of the End of Grant report, without first receiving the written permission of Taunton Charter Trustees. If any equipment or assets which have been funded or part funded are sold during this period, Taunton Charter Trustees will be reimbursed.
9	We will keep all financial records and accounts, including receipts for items bought with the grant, for at least 2 years from receiving the grant. These accounts shall be made available to Taunton Charter Trustees within a reasonable period of any request to see them (this does not release our organisation from our legal obligations to keep records for longer periods).
10	The Taunton Charter Trustees Unparished Area Fund will be acknowledged in our organisation's annual report and the accounts which cover the period of the grant. The grant will be shown separately in our organisation's annual accounts as 'restricted funds' and will not be included in its general funds.
11	We understand that Taunton Charter Trustees may be required to conduct an audit and/or a visit to ensure the grant has been used for the purposes it was given; we agree to co-operate with any such investigation.
12	We will comply with all relevant legislation that affects the way in which the project is carried out and will produce any necessary insurance certificates, permissions or licences for inspection.
13	We will observe our obligations under the EU General Data Protection Regulations 2018 to ensure full compliance with the law relating to personal information held on paper and within electronic databases.
14	We will not unlawfully discriminate against any person on the grounds of race, colour, ethnic or national origin, disability, sex, sexual orientation, religion or belief, or age and shall comply with all relevant Equal Opportunities legislation.
15	If our project aims to involve or deliver services to children or vulnerable adults we will ensure that the appropriate level of DBS check is made for all employees/volunteers and that our organisation has policies and procedures in place that safeguard children and vulnerable adults.

16	Taunton Charter Trustees may use our organisation's name, the name of the project and any relevant information relating to the aims of the project in their publicity materials relating to the Unparished Area Fund and we will agree to any reasonable request to participate in publicity and promotion.												
17	We will acknowledge the Taunton Charter Trustees Unparished Area Fund in any publicity material we produce for this project.												
18	<p>Project monitoring</p> <p>We will measure and record the success of the project and its impact on the community.</p> <p>We will comply with all reasonable monitoring requirements as specified in the monitoring schedule and will submit an 'End of Grant Report' on completion of the project.</p> <p>We will inform the Taunton Charter Trustees of the completion of the project within two weeks of the end date.</p> <p>Start Date:</p> <p>Monitoring Schedule:</p> <table border="1" data-bbox="288 949 1465 1151"> <thead> <tr> <th>Date from project start date:</th> <th>Report Required:</th> <th>Measures to include in report:</th> </tr> </thead> <tbody> <tr> <td>6 months</td> <td>Update Report</td> <td></td> </tr> <tr> <td>12 months (or completion date)</td> <td>End of Project Report</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>In addition to the above measures reports will also include:</p> <ol style="list-style-type: none"> Copies of all invoices and receipts relating to the project. An updated project plan and budget relating to the project. A copy of photographs taken before the project commences and after the project has been completed. For capital projects, copies of inspection and maintenance reports. 	Date from project start date:	Report Required:	Measures to include in report:	6 months	Update Report		12 months (or completion date)	End of Project Report				
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19	<p>Payment Schedule</p> <table border="1" data-bbox="288 1568 1465 1733"> <thead> <tr> <th>Payment Date:</th> <th>Amount:</th> <th>Conditions to be met before payment released:</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Payment Date:	Amount:	Conditions to be met before payment released:									
Payment Date:	Amount:	Conditions to be met before payment released:											
20	<p>Additional conditions attached to this award</p> <ol style="list-style-type: none"> All other funding sources have been secured. The project must be completed and the funding claimed by: Capital purchases or assets will be inspected and maintained in accordance with the relevant standards. 												

21	We agree that Taunton Charter Trustees can share the monitoring reports we submit with Somerset West and Taunton Council, we will inform Taunton Charter Trustees if the reports contain commercially or personally sensitive information that should not be shared.
22	These terms and conditions will apply throughout the grant award period and/or until our organisation has spent the entire grant and Taunton Charter Trustees has received and approved the End of Grant Report. If our organisation has bought any equipment or assets with the grant, these terms and conditions apply for an additional 5 years from submission of the End of Project report.
23	<p>I am signing these terms and conditions on behalf of our organisation as detailed below and I declare that:</p> <ul style="list-style-type: none"> - I have read and understood the conditions under which the funding is awarded. - I have noted all conditions under which the funding is made - I have the authority to accept the conditions of funding on behalf of the organisation.

Authorised Signature:	
Date:	
Name: (block capitals)	
On behalf of: (name of group)	
Position:	
Contact Tel. No:	

Please return to:
 Marcus Prouse – Clerk to Taunton Charter Trustees
 Taunton Charter Trustees
 Deane House, Belvedere Road, Taunton, Somerset, TA1 1HE
 Tel: 01823 219570
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