

**Gaunless Gateway Partnership Small Grants Fund Funding Conditions**



1. **Validity of the Offer:** You must start your project within one calendar month of your agreed start date, but you must not have started the funded aspect of this project before the date of this Funding Offer. Grants must be used solely for the purpose set out in the application. Any proposed change **MUST** be approved in advance by the Partnership.
2. **Acceptance of the Offer:** The grant must be formally accepted by signing and returning a copy of this Funding Offer letter and Conditions within 14 days of the date of the letter to ensure the funds are secured.
3. **Allocation of funds:** For grants offered above £300, funds will remain allocated for up to 4 weeks after the agreed project completion date and will be paid subject to meeting the grant payment criteria. No delivery or non compliance could result in the claw back of the grant.

**Grant payment up to and including £300:** These may be paid up front by the Partnership to you on request. Proof of completion of the funded project will be required, by receipted invoice from the agreed supplier, within 4 weeks of the agreed completion date. Failure to provide this may result in the claw back of any funds already paid

**Grants over £300:** Proof of payment **must** be provided showing disbursement of funds for the agreed project **from your bank account to the supplier**, and a copy of the **receipted invoice or supplier statement** must be provided prior to the release of the grant funds.

The partnership must be advised and authorise any delays that would result in completion after this 4 week period, and failure to do so may result in any agreed funding offer being withdrawn and funds not paid out

4. **Planning permission:** If the grant offered is in conjunction with any building or structural works, you are responsible for ensuring this is carried out with appropriate planning permission if required.
5. **Insurances:** In signing this Acceptance form and Funding Conditions summary, you are confirming that you hold all relevant insurances in relation to your Group and the project.
6. **Validation:** The Partnership has the right to inspect any physical works; capital items funded or project completion outcomes, and be satisfied that any funding offer conditions set have been met, either directly or through an appointed agent, before releasing funds.
7. **Payment:** Will be made into the nominated recipient account by bank credit transfer. Cash payments will **NOT** be made under any circumstances.
8. **Acknowledgement and Publicity**  
The Partnership’s support for the project should be acknowledged in any publication (written or electronic) poster or presentation about it, and in any related newspaper article, radio or television programme. The Partnership may ask you to participate in any media coverage or other publicity to showcase this funded project, including the production of case studies.
9. **Monitoring and Evaluation**  
In signing your acceptance of the Grant, you are agreeing to provide information on request and participate in any relevant monitoring or evaluation of the project and its expenditure by the Partnership or its representatives. Any research undertaken as part of the project will be made available to us.
10. You or a representative agree to attend any networking or celebration event organised by the partnership

**Declaration:** I have read, understood and agree to abide by these conditions of grant support.

<b>Signature(s):</b>		<b>Date:</b>	
<b>Name(s): Print</b>		<b>Organisation:</b>	

