



## **EXAMPLE ONLY: STANDARD TERMS & CONDITIONS**

### **FUNDING TERMS AND CONDITIONS**

The award of £XXXX.XX as part of the Community/Small Grant scheme to (name of organisation) is subject to the following terms and conditions:

- The funding be used wholly and exclusively for the purpose agreed with the Borough Council and that you undertake any monitoring required by the Borough Council.
- Dacorum Borough Council must be informed of any changes your organisation wishes to make in the purposes for which the funding has been awarded.
- You must inform Dacorum Borough Council of any changes affecting your finances and the finances of the project for which this funding is awarded.
- Your organisation must keep proper accounts which are inspected or audited in line with charity regulations.
- Your organisation must provide appropriate financial information to Dacorum Borough Council, subject to reasonable notice.
- If your organisation dissolves, ceases to function or the funding is no longer used for the purposes agreed, Dacorum Borough Council must be informed immediately.
- Every effort must be made to work in partnership with relevant organisations.
- Your organisation must have effective policies in place governing:
  - Health and safety
  - Complaints
  - Data protection
  - Safeguarding (vulnerable adults and children)
  - Equalities (compatible with the Equalities Act 2010)
  - Equal opportunities.
- Your organisation and the services it provides must not contravene any law or relevant legislation.
- Your organisation must not seek to promote or oppose a political party.
- Your organisation must not comment about Dacorum Borough Council affairs in the media (print, on-line, social) in relation to any funded project or event without the express consent of DBC.
- We expect the Dacorum Borough Council logo to be used appropriately (for example on event posters, website) to highlight funding for specific projects or events.
- Your organisation must hold Public Liability Insurance if appropriate.

- If Dacorum Borough Council funding is used to provide premises and/or vehicles:
  - a) Your organisation must comply with all legal requirements affecting the premises or their use (including fire and safety regulations) and comply with the terms of any licences and permits obtained;
  - b) Your organisation's premises must be insured against loss or damage by fire and other perils as can reasonably be required by the Borough Council for an amount equal to the full reinstatement value of the premises including architects, surveyors and other professional fees. In respect of vehicles, these must be insured comprehensively, that is to say damage to the vehicles is to be covered together with claims from third parties. With regard to all insurance's, these should be taken out with a reputable insurer or underwriter. Your organisation must produce all insurance policies and receipts for the current year's premium or other such evidence if requested by the Borough Council.

## Privacy Statement

Dacorum Borough Council will use this information you give in this form, and in your application form to process your claim for grant support. The Council may share the information supplied to other Council departments and Community Action Dacorum for the purpose of assessing your application.

For more information, please see our [privacy policy](#).

The Council may also check information provided, with other information we hold. The Council may, as allowed by law, also get information about you from certain third parties, or give information to them to:

- Make sure the information is accurate
- Prevent and detect crime
- Protect public funds

These third parties include government departments, other local authorities and private-sector organisations such as banks.

Grant applications paperwork is kept in accordance with the Council's [Retention Policy](#)

Dacorum Borough Council is the Data Controller for the purposes of the General Data Protection Regulation and the Data Protection Act 2018.

