



Our Sale West- Community Grant terms and conditions

If you accept a grant from Our Sale West Big Local, it will be on the understanding that you have agreed the following general terms and conditions:

Use of money

1. The grant will be spent on the purpose approved by the Project Manager, Chair and Vice Chairs.
2. All grant funds provided by Our Sale West Big Local must be used for purposes that benefit residents of the Sale West Estate.
3. The grant will not be paid until you have submitted your bank details and an invoice detailing what the grant will be used for. The official start date of the grant is the date at which the payment is received, and you should not use our grant before then.
4. You will include the Our Sale West Big Local logo on any of your promotional material.
5. You will inform us of any material change to the project/proposal or your organisation, none of which will be made without our agreement. You must inform us of any material changes, even if you have not yet drawn down the funding.
6. Material change shall mean any significant change to your grant's expenditure, your grant's outcomes, any serious financial or governance issue facing your organisation, or any safeguarding issue with your organisation and/or your organisation's staff. If you are not sure whether the issue or change which has arisen is a material change, please err on the side of caution and speak with your Grants Manager.
7. You will send us a progress report as documented in your Grant Terms and Conditions.
8. You will keep accurate and comprehensive records of the spending (receipts) associated with our funding and attendance numbers and submit these with your progress report at the end of each agreed reporting period.
9. We reserve the right to visit you to see the work funded during the life of our funding.
10. Any part of the grant that is not required for the purpose approved will be refunded to us.
11. We reserve the right to withhold a grant or require repayment if:
 - We find that any false information is supplied deliberately
 - The work undertaken is not the work for which the funding was approved and where we have not approved these changes
 - Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been on its intended purpose.

Confidentiality

12. We reserve the right to make public the name of your organisation and the broad nature of our offer, but we won't disclose the detail except in confidence to our advisers and as required by law and/or by regulators.

Data protection

14. We will use the information you give us during the application process and during the lifetime of any funding for administration, analysis and research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We will sometimes add additional conditions to an individual grant to take account of particular circumstances. These will be included in the grant offer letter.