

## Community Funding: Terms & Conditions

In accepting the offer of grant funding from the Council (Chelmsford City Council) you are also accepting the terms and conditions outlined in this document.

Any grant funds must be used, by the applicant only, for the purpose outlined in the original application documents. Any conditional elements applied to the grant by the Council must also be adhered to.

The Council must be consulted, and written agreement sought, should any changes to the project/activity be proposed. The Council reserves the right to withdraw funding if the changes significantly depart from the original purpose of the award.

Projects must not promote religious or political beliefs.

Should the Council decide to fund your project you will be expected to enter into a Funding Agreement.

The support and involvement of Chelmsford City Council must be acknowledged in any publicity material for the project.

1. The Chelmsford City Council logo must be reproduced in its entirety.
2. The words 'supported by' must appear next to the logo (please request this artwork when required).
3. The Council's logo must not be used alongside or linked to inappropriate web content that could have a negative effect of the Council's reputation. If the Council's logo is linked to inappropriate web content or on promotional materials that have not been approved, or on promotional materials that have been illegally distributed, your organisation will no longer be eligible for future grant funding.
4. The Council's logo may only be used in relation to the time limited projects for which you have received support funding. It may not be used to promote other events or on unrelated webpages.

An End of Project Report Form is required within 2 months of project completion. A reminder will be sent to you at the prior to project completion date.

As a local authority we have a duty to ensure the public funds we distribute are used in an appropriate manner. Please ensure you keep suitable records of all expenditure on the project. The Council may, from time to time, undertake monitoring visits and we may ask to see your records at any reasonable time.

Organisations in receipt of grant funds must comply with legislation regarding the health, safety and welfare of workers, volunteers and clients involved in their activities. Due regard must also be given to safeguarding vulnerable individuals and to the requirements of the Equality Act.

Organisations must comply with all regulatory duties and requirements imposed by the law in the use of the contribution.

Where the funding is being used for a project that requires approval under the Building Regulations the beneficiary is required to use the services of Chelmsford City Council Building Control, unless the work is wholly covered by a Competent Persons Scheme, for example FENSA for replacement windows.

In relation to any personal data held, grant funded organisations shall understand and comply with their obligations under the General Data Protection Regulation.

Failure to adhere to the conditions laid out in these terms and conditions may result in a review of the offer and a possible withdrawal of support.