

## **Terms & Conditions**

### **Please retain for your records**

If the funders make a funding offer it is subject to your agreement of the following terms and conditions.

1. The funders do not accept responsibility for any maintenance/ loss/ damage/theft or injury that may occur in connection with the project or to any equipment.
2. Funding will be offered by letter which will have an acknowledgement slip that should be signed by an authorised signatory and returned by e-mail or by post within two weeks of receipt of the award letter before monies are released.
3. Applicants must provide bank account details for the Organisation on headed paper together with copies of insurance cover and other supporting information and returned with the signed Expression of Interest form. It is important that applicants are adequately insured for any tasks they are completing with Community Fund funding.
4. All receipts relating to projects must be kept for three years from receipt of payment in case they are required by our auditors for accounting purposes.
5. If for any reason the project does not go ahead you must return the funding within a period agreed with the Authority. You will also be required to submit a written explanation as to why as soon as you know the project cannot proceed.
6. If for any reason the project does not meet the agreed targets you committed to in the application then you may be required to return some or all of the funding together with a written explanation of why those targets were not met.
7. As with most grant awards the funders require you to tell us how you spent the funding and what difference it has made. You are required to provide an end report on completion of your project by 31<sup>st</sup> March 2018. Extensions are generally not allowable and will only be made in exceptional circumstances at MRWA's discretion.

**NB. Future applications for funding may not be considered if an end report has not been received.**

8. You will agree to a timetable of Communications activities which will be included with your offer letter.
9. Your project will be used for news stories, on our website, in our annual plan and to encourage others to apply etc.
10. Acknowledgement of the funding body should be included in any communications', press releases and media. A copy of the funders logos and the Community Fund logo in electronic format will be provided with guidelines on usage. A quotation from the funders for use in media releases will be supplied on request. We will use pictures, quotes and case studies on our website, newsletters and in stories. The funders would appreciate inclusion on your website, blogs or other social media accounts.

**Please be aware that further conditions may apply to your funding offer and these will be stated in your offer letter.**