



## CoRE Legacy Fund Conditions of Grant

In addition to the conditions in the guidance notes, the following conditions apply.

Applicants must read and agree to abide by these conditions before the grant will be paid.

1. The grant is awarded for the project described in the application only. Any subsequent variation must be agreed in advance by the CoRE Legacy Fund (the Fund), in writing.
2. The applicant organisation (the organisation) must not conduct the project in a way that treats any group or individual less favourably on any grounds which could be deemed unfairly discriminatory including but not exclusively, race, colour, disability, gender or faith.
3. The Fund's sole liability shall be to make payment of the grant to the organisation. All other liabilities or claims are the responsibility of that organisation.
4. The grant will be shown in the organisation's accounts as a restricted fund and not included in general funds.
5. The organisation will, at any time, upon request:
  - a) Provide an update on the progress of the project (at commencement, mid-way and completion)
  - b) Provide information or copies of financial records, as may be required by an authorised representative of the Fund.
  - c) Make items purchased or projects developed available for inspection.
6. Within 3 months of the end date of the project the organisation is to provide a brief report about the achievements of the project as well as details of the relevant expenditure and income.
7. The organisation must obtain 2 written quotes/prices for individual items costing over £750.
8. The Grant must be spent within the timescale as described in the application. Any anticipated variation must be made known to the Fund at the earliest opportunity.
9. If the costs incurred are less than the amount specified in the grant application, the Fund may, at its discretion, require the underspend to be repaid.
10. The organisation may not, without first getting our prior approval in writing, sell or in any other way transfer the grant or project to someone else.
11. The organisation will undertake publicity on completion and acknowledge the CoRE Legacy Fund support in publicity materials.
12. The grant may not be used for political campaigning purposes.
13. If the organisation deals with young people under the age of 18 or vulnerable adults it must have appropriate policies in place.
14. Additional conditions may be set by the Fund at its discretion.
15. If the organisation is disbanded within 5 years of the award, ownership of any assets purchased through a CoRE Legacy Fund grant will revert to the Fund unless it is agreed otherwise by the Fund.

### **Declaration:**

**In applying for this grant, we believe that our proposal meets the application criteria and we agree to spend the grant in accordance with the accompanying offer letter and the conditions set out above. I understand that if these conditions are breached the Fund may require repayment of any grant.**

Signed..... for ..... Date .....

Please print, sign and return a copy of this document to CoRE Legacy Fund, Berwick Community Trust, 56-58 Castlegate, Berwick-upon-Tweed, TD15 1JT.