

# Udny Community Fund Grant Terms and Conditions



**All grant applicants should read these terms and conditions carefully before applying to the Udny Community Fund (UCF).**

Once an offer of grant from the UCF has been accepted by a group, the total amount is committed and is unavailable within the UCF to other grant applicants. Careful management of committed grants and claims are therefore essential by Udny Community Trust Company (UCTC).

## **Grant Applications**

The UCF is primarily for the Udny community but, if a group is out with Udny, a full explanation of how it will benefit Udny must be given within the grant application. The number of people from Udny who attend a group should also be included. If a group is in this position, it is strongly advised to discuss their project with the Community Engagement Officer before submitting an application.

Large grant applicants are strongly advised to discuss their project with the Community Engagement Officer before submitting an application.

Multi-year grants are not accepted.

Grant applications must be typed. Handwritten grant applications will be rejected.

Details of two contacts per group must be provided on the grant application.

All sections of the grant application must be fully completed, along with all supporting documentation or the grant application will be rejected.

A copy of a group's governing document and / or constitution must be submitted with the grant application. If a group does not have one, then this should be fully explained within the grant application.

Grant Applicants must have a valid group bank account as no payments will be made direct to an individual member.

UCTC expect all grant applicants to seek match-funding. If this is not the case, then it should be fully explained within the grant application why not.

Where other funding from other sources has been applied to, UCTC must be kept up to date with the outcome of these decisions.

Typed signatures on grant applications are not accepted, electronic signatures must be used.

## **Grant Conditions**

Grants are awarded from charitable funds and can only be used to support UCTC charitable

purposes consistent with Scottish Charity Law.

The Grant Offer Letter must be signed by two members of a group and returned to UCTC within one month or it may be withdrawn. Typed signatures on Grant Offer Letters are not accepted, electronic signatures must be used.

UCTC may extend this time limit subject to prior agreement. However, UCTC reserves the right to withdraw the offer of grant if necessary.

Grants, or any part of the grant, **must** be used only for the purpose/s as set out in the Grant Offer Letter.

Any specific conditions of the grant or recommendations must be adhered to.

The grant is valid for twelve months from the date of award.

Where a grant is not, or will not, be claimed within twelve months from the date of award, notification of this must be given in writing to UCTC otherwise the grant commitment will lapse. Any unused portion of the grant must be returned to UCTC.

A group can ask to change the way that they spend some of the grant. A group should contact the Community Engagement Officer to discuss any changes in advance. No changes will be agreed if they are not consistent with UCTC charitable purposes as defined by the Office of the Scottish Charity Regulator. The change will then be considered by the Board and a decision made.

If your project changes in a significant way or you cannot use all or most of the grant for its original purpose, then you must contact the Community Engagement Officer as soon as possible.

### **Grant Payment**

Grant claims must be made by the completion and submission of the Grant Claim Form. The amount being claimed will be clearly stated on the Grant Claim Form. This is particularly important if the grant claim is for less than the full amount awarded as any unclaimed grant money will be reallocated back into the UCF.

The Grant Claim Form must be signed by two members of a group. Typed signatures on Grant Claim Forms are not accepted, electronic signatures must be used.

Grants will normally be paid by BACS payment. If an alternative payment arrangement is required such as direct payment of suppliers, then please contact the Community Engagement Officer in advance.

Grants can be claimed in stages by prior arrangement, but this must be discussed with the Community Engagement Officer.

Grants will not be awarded in advance unless prior agreement has been reached with UCTC. Advance grants will only be available in very limited circumstances.

Evidence of expenditure must be provided to support the Grant Claim. Acceptable forms of evidence include:

- ✓ Invoice/s from supplier.

- ✓ Receipt/s.
- ✓ Order confirmation/s.
- ✓ Where offer of grant is subject to a project progress report, this must also be submitted with the Grant Claim Form.

A copy of a group's most recent bank statement is also required to claim a grant.

### **Publicity**

The UCF and UCTC must be acknowledged in relation to the project / activity.

- ✓ On all printed publicity materials such as leaflets, brochures etc.
- ✓ In information given to the press and media i.e., press releases.
- ✓ On any website or social media content.
- ✓ In a permanent form on or in any community facility improved. To be discussed with the Community Engagement Officer.
- ✓ In any reports or presentations.
- ✓ In any other type of publicity.

The UCTC logo is available in a variety of formats and will be provided by the Community Engagement Officer.

Evidence must be emailed to UCTC.

### **Monitoring**

A monitoring report must be submitted to UCTC **within 12 months** of the grant being awarded.

The form of this report is flexible, but it must demonstrate the impact of the funding in relation to the purposes stated in the Grant Offer Letter.

Reports prepared for other funders may be accepted as long as they fulfil the conditions listed above.

Monitoring information must also clearly state the full actual cost of the project. If this is not included in the report, then it must be separately confirmed in writing.

If the project is not complete within twelve months of the grant being awarded, then an interim report must still be submitted and should be discussed with the Community Engagement Officer.

Any publicity material (as stated previously) should be included within the monitoring report.

Advice on how to report can be sought from the Community Engagement Officer.