

ARDS AND NORTH DOWN BOROUGH COUNCIL

POLICY COVER SHEET

Policy Title	Grants Policy
Policy/File Reference	FIN 58 Ref: 339
Version	2.0
Policy Summary	The purpose of this document is to provide a framework within which Council can manage, administer and monitor all council grants following a robust, fair and consistent process.
Responsible Officer(s)	Head of Finance
Date of Equality Screening	28 August 2024
Date of consultation with Consultative Panel	N/A
Date of consultation with Unions	N/A
Date of Council approval	25 September 2024
Implementation date	3 October 2024
Appendices attached	
Next review date	October 2026

Revision History:

Version	Changes made by	Date	Reason for change
1.0	Community Development	March 2016	Policy established
2.0	Council Officers Grants Working Group	August 2024	New policy developed

ARDS AND NORTH DOWN BOROUGH COUNCIL

Table of Contents

Table of Contents.....	2
Chapter 1 Policy Statement.....	3
Chapter 2 High Level Process	6
Chapter 3 - Designing a Grants Scheme.....	8
Chapter 4 Managing a Grants Scheme	15
Chapter 5 Monitoring and Evaluation	16

ARDS AND NORTH DOWN BOROUGH COUNCIL

Chapter 1 Policy Statement

1.0 Introduction

The Council recognises the value of activity that contributes to the priorities of the Council's Corporate Plan and is committed to supporting organisations and individuals in their contribution to making a positive difference working towards a sustainable Borough – socially, environmentally and economically.

The Local Government Act (Northern Ireland) 1972 makes provision for the Council to provide grant contributions for the development of trade, tourism, leisure and cultural activities.

In 2015/16 the Department for Social Development introduced a Code of Practice aimed at reducing bureaucracy in grant funding to the voluntary and community sector.

This policy and associated procedures set out the framework within which the Council should manage, administer and monitor its grant programmes. It has been written in line with good practice on internal control and takes account of local government and internal audit recommendations.

1.1 Policy Scope

All revenue and capital grant funding administered by Council falls within the scope of this policy and associated procedures.

The policy will be applied by the Council and its Committees, Partnerships, Forums, Advisory Panels and Officers who have delegated authority to award grants on behalf of the Council and all Council directorates which have responsibility for managing the Council's grant schemes.

Chapter 1 covers the Grants Policy for the administration of Grants and is subject to Council approval, the remaining chapters are procedures and are subject to periodic management review.

This policy applies to all external organisations and individuals who apply to the Council for grant aid.

ARDS AND NORTH DOWN BOROUGH COUNCIL

1.2 Policy Objectives

The objectives of the policy are to ensure:

1. Council continues to invest in organisations and/or individuals which contribute to the Council's corporate priorities.
2. Grant processes are robust, fair and consistent.
3. There is an efficient and effective framework for grant management that allows budget holders to make decisions in line with the scheme of delegation and within appropriate timescales.
4. Improved customer experience to include the development of a digital grants management system.

1.3 Policy Statement

Council will provide support to Borough life by providing grant funding opportunities that will contribute to the achievement of the Big Plan and Corporate Plan priorities and outcomes.

These grant schemes will be developed within the governance framework that is robust and fair, delivered in a consistent and timely fashion. Each scheme will be approved by Council in advance of launching detailing, among other things:

- Objectives of scheme
- Frequency of calls
- Conditions of grant
- Timescales
- Evaluation criteria for applications including but not limited to marking frame and details of evaluation panel
- Monitoring process for supported projects and programmes
- Sample letter of offer
- Arrangements if grant call oversubscribed.

Council grants are awarded following a competitive application process, whereby applications are assessed against set criteria.

The process for grants application, delivery and administration should follow a standard process as set out in Chapters 3 and 4, which can be enhanced to meet the conditions which Council may be required to meet from other external funders.

Officers will apply the approved grants process to deliver, manage, administer the grants programme, issue letters of offer and award decisions using the following delegation thresholds (which are in line with those set out in the Purchasing and Payments Policy):

Grant amount up to	Minimum Grade
£3,000	PO1
£10,000	PO4
£30,000	PO11
Unlimited	DO4

ARDS AND NORTH DOWN BOROUGH COUNCIL

The outcome of the grants scheme may be presented to Council for noting.
Council will be working towards standardising Letter of Offer and reporting templates.

1.4 Definitions

The following definitions are used in this policy:

Term	Acronym	Definition
Letter of Offer	LoO	Letter of offer for recipients of grants detailing terms and conditions of offer.
Grant		A grant is defined as a sum of money awarded by the Council, for a particular project, event, activity, or the purchase of equipment as a result of a competitive application process.

1.5 Associated Policies

The following policies are associated with this policy:

Ref	Policy
325	Purchasing and Payments
123	Procurement
311	Budgeting
284	Anti-fraud, bribery and corruption
92	Data Protection
301	Lands
66	Safeguarding
116	Conflict of Interest
TBC	Policy for the loan of equipment to grant/non grant aided groups

1.6 Relevant legislation

- Local Government Act (Northern Ireland) 1972
- Local Government Act (Northern Ireland) 2014
- Recreation and Youth Services Order (Northern Ireland) 1986
- Account and Audit Regulations (Northern Ireland) 2015
- Local Government Finance Act (Northern Ireland) 2011

ARDS AND NORTH DOWN BOROUGH COUNCIL

Chapter 2 High Level Process

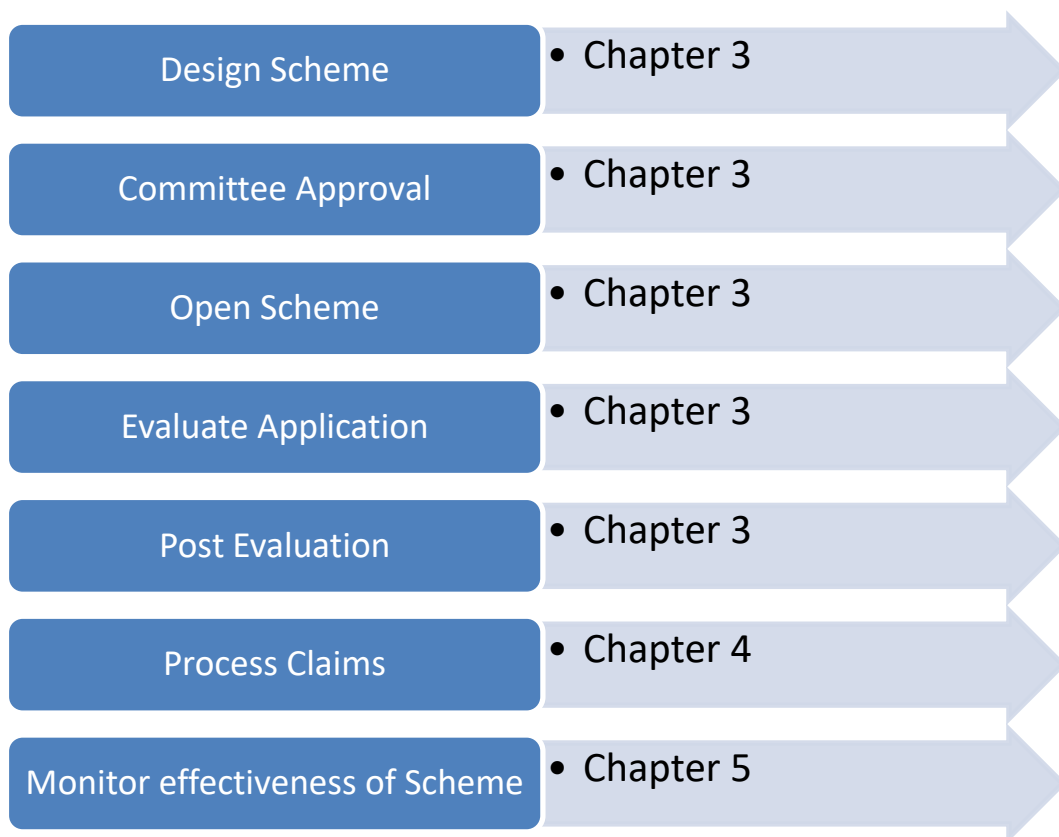
2.0 Annual Grants Timetable

To assist groups/individuals to forward plan and prepare adequately to make an application, the Council will publish on the Council website in advance of each financial year a timetable detailing when each grant scheme will be opening and closing throughout the year.

This timetable may be subject to amendment, for example, where grants are co-funded or dependent on the availability of external funding.

2.1 Grants Scheme Life Cycle

A summary of the grants scheme life cycle is detailed below:



2.2 Grants Referencing

Grants will operate the following standardised referencing system:
Financial Year – Scheme number – applicant number – claim number

For example;

Grant Reference number 2025-0027

ARDS AND NORTH DOWN BOROUGH COUNCIL

Applicant Reference number 2025-0027-002
Claim Reference number 2025-0027-002-01

The Finance Service will publish a register of grant schemes on ANDi which will allow managers to complete details of each scheme, which will enable unique referencing. These reference numbers should be used when constructing filing systems and documents

Claim numbers will then be used as the unique 'invoice' number when processing payments.

ARDS AND NORTH DOWN BOROUGH COUNCIL

Chapter 3 - Designing a Grants Scheme

3.0 Introduction

The grants framework sets out the procedures for which Council should design, manage, administer and monitor its grant schemes.

It has been written in line with good practice on internal control and takes account of local government and internal audit recommendations.

The Council is committed to distributing available funding fairly, efficiently and effectively. This Framework outlines the Council's approach to providing grant funding to external bodies to assist in the delivery of the Council's Corporate Plan, strategic priorities and outcomes.

The grants framework should be applied to all external organisations and individuals who apply to the Council for grant aid, detailed in the scope of this policy.

3.1 Objectives of scheme

When planning your grant scheme clear guidance for applicants should be provided. The objectives of the scheme should be clearly detailed and defined. Information requested for assessment should be based on the objectives of the scheme.

3.2 Grant criteria

Grant criteria will vary depending on the grant scheme and purpose of the fund. Grant criteria will be clearly detailed in grant guidance documentation.

Details of who is eligible to receive Council grants will be specified in each specific grant scheme criteria.

Grant Schemes should clearly state the terms and conditions specific to the scheme taking into consideration the conditions of this policy. It should be clearly demonstrated through the guidance notes issued as part of a grants application pack, what will and will not be accepted to support applications.

3.3 What the Council will not fund

Specific details of exclusions will be detailed in each specific grant scheme criteria. However, the following exclusions will apply as a minimum:

- Projects, events, activities undertaken or equipment purchased outside the specified award period
- Projects, events, and activities where the primary benefit is outside the Borough
- Events, projects or activities which conflict with any Council run project, event or activity
- Organisations not legally established in the UK
- Projects, events, activities not compliant with the Council's aims and objectives

ARDS AND NORTH DOWN BOROUGH COUNCIL

3.4 Supporting documentation

The Council's grant application forms are designed to collect only the information considered essential to support a particular application. All supporting documentation must be submitted by the grant deadline date or will be deemed ineligible.

This information may include:

- Constitution or statutory registration (e.g. Charity number, company number) as appropriate;
- A list of office bearers/Board of Governors;
- Audited accounts, financial statements or bank statements as appropriate.
- Safeguarding policy (if applicable);
- Organisation chart;
- Rental Agreement/Lease or evidence of premises ownership;
- Public liability insurance;
- Risk Assessments;
- Business Plan;
- Event Management Plan; and
- Application for the use of Council Land.

The above list is not exhaustive. Details of the supporting information required by each grant scheme will be detailed in each application pack and should be closely referred to.

3.5 Compliance

In advance of Grants Schemes being presented to Parent Committees for approval, the Grant Scheme must be sent to the Policy Screening group for screening. Grant schemes will only need to be re-screened should there be any significant changes made to schemes before re-running a grant scheme.

When designing a grant scheme, it is important that the following compliance areas are considered.

3.5.1 Use of Council Land

Where applicants are applying for a grant to hold an event on Council land, a separate application for the use of Council Land must be submitted through the Council's Compliance - Lands Section. The Lands section must be contacted by the applicant in advance of the grant application being made.

Where applicable, grant guidance documentation should include information on how to make a request to use Council land. The Council's Land and Property policy Section 10 must be adhered to [Land-and-Property-Policy--November-2023----final--002- \(33\).pdf](#)

3.5.2 Data Protection

In administering its grants, the Council will ensure that it complies with its obligations under the Data Protection Act 2018 and UK GDPR. The Council will ensure that personal information is collected fairly and lawfully, is accurate, adequate, up to date and not held

ARDS AND NORTH DOWN BOROUGH COUNCIL

for longer than is necessary. The personal information on the grant application will only be used for the purposes for which it is collected i.e. administering the grant, and for any other purpose for which the applicant has consented e.g. to receive information on other Council grants.

3.5.3 Safeguarding

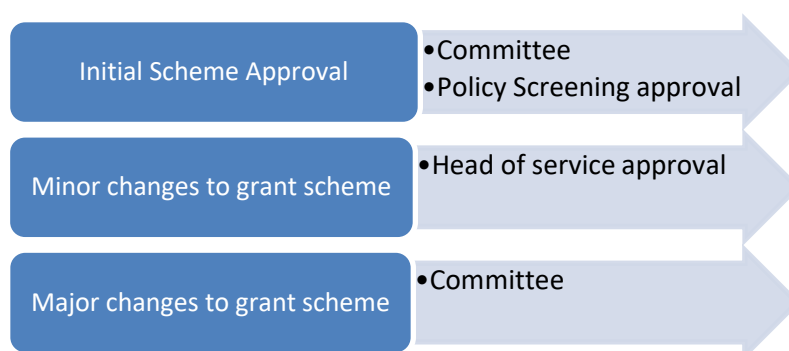
Individuals and organisations working with children, young people and/or adults at risk must have an extant policy for the protection and safeguarding of children, young people and adults at risk that ensures good practice guidelines are followed. Where a current policy is not available a requirement exists to adhere to the Ards and North Down Borough Council's Safeguarding children, young people and adults at risk, a copy of which will be provided.

3.5.4 Section 75 Monitoring

In order to comply with Section 75 requirements, the Council introduced and have in place section 75 monitoring for all applicants, from April 2017.

3.6 Approval of Scheme

Once a scheme has been developed, approval will be required to be sought as detailed below:



3.7 Open Scheme

3.7.1 Frequency of calls

The frequency of the calls for each particular scheme should be clearly stated when publicising the scheme and clearly state that all are subject to budget availability.

For example, a scheme may be:

- One off
- Annual
- Semi-annual – twice during the financial year
- Multi-annual – spanning over more than one financial year.

3.7.2 Period of grant awards

The award period will depend on the availability of funding, including matched funding from

ARDS AND NORTH DOWN BOROUGH COUNCIL

Government and therefore some funding award periods will span multiple financial years.

Details of the award period for each grant scheme will be detailed in each application pack.

3.7.3 Publicising Grant Opportunities

All Council grants will be publicly advertised in the local press when available, on the Council's website and through social media. Council will host a Grants Roadshow at the beginning of each financial year to publicise grants offered by Council throughout the financial year.

Each service will also promote their grants via their service led directory.

3.7.4 Duration of grant calls and closing dates

All grants will normally remain open for application, for a minimum of three weeks. Under exceptional circumstances this timeframe may be reduced.

All grant calls will have a specific closing date and time, which must be adhered to by all applicants. Applications received after the closing date and time will not be scored by the assessment panel.

Exceptions will only include rolling grants, whereby the award period will remain open until the programme budget is fully exhausted.

3.7.5 Support for applicants

Council officers will provide support for applicants via a Grants roadshow at the beginning of each financial year where all services that offer grants across Council will be available. In addition, and where required, additional grant workshops will be delivered and/or supporting online videos produced to advise potential applicants on the purpose of the grant and the application process.

Each grant scheme will have a central point of contact for enquiries.

3.7.6 Availability of grant documentation

Grant documentation (grant application and guidance) will be made available on the Council's website or can be requested by contacting the relevant Service. Grants documentation in alternative formats and languages will be made available upon request.

3.7.7 Timescales

A Timeline of grant should be included in the Guidance Notes:

Scheme advertised	< insert date >
Scheme open	< insert date >
Date of Assessment	< insert date >
Award and regret letters	< insert date >

ARDS AND NORTH DOWN BOROUGH COUNCIL

issued	
Letter of acceptance received	< insert date >
Completion of grant period	< insert date >
Claim to be submitted	< insert date >
Monitoring Form to be Submitted	< insert date >
Close of Scheme	< insert date >

3.8 Evaluate Application

3.8.1 Application assessment process

All grant applications (as a minimum):

- received will be acknowledged in writing (which includes email)
- fully completed and signed applications received by the closing date and time will be assessed against the criteria detailed in the application pack by an assessment panel;
- assessment panels will apply a minimum pass mark of 50%; marking criteria will be detailed in the grant criteria and supporting guidance notes; details of a situation where the amount of grant funding exceeds the available grant budget will be outlined in the grant criteria and supporting guidance notes; and
- all applicants will be informed in writing of the outcome of the assessment process.

3.8.2 Conflicts of Interest

Any Council officer, Elected Member or Independent Member who has a Conflict of Interest in any grant application under assessment will not be permitted to take part on the grant assessment panel.

This includes those who have a direct or indirect interest in the application.

All assessment panel members will be required to complete a Declaration of Interest Form (Appendix 1, Declaration of Interest Form) in advance of the assessment process to demonstrate they have no conflicts of interest in any grant application under consideration.

3.8.3 Arrangements if grant call oversubscribed

Council grants are awarded following a competitive application process, whereby applications are assessed against set criteria.

Grant criteria will vary depending on the grant scheme and purpose of the fund. Grant criteria will be clearly detailed in grant guidance documentation including what will happen in the event of the fund being oversubscribed. This may include a percentage reduction to all successful applicants, or allocation of funds to successful applicants until the maximum available funding is reached, ie. based on ranked scores.

ARDS AND NORTH DOWN BOROUGH COUNCIL

3.9 Post Evaluation

3.9.1 Letter of offer

The Council will issue a Letter of Offer (LoO) to all successful applicants, which sets out the details of the project and conditions of the award.

The LoO will specify as a minimum:

- The purpose of the grant
- The grant period
- The payments and claims process
- The reporting period
- The conditions of the offer, to ensure that all grants awarded have been properly spent and accounted for
- Publicity requirements
- A requirement to advise the Council immediately, should any issue arise during the period of the award that prevents the achievement of the agreed objectives and targets.
- Project specific terms and conditions Treatment of surpluses
- Standard terms and conditions

3.9.2 Letter of offer Acceptance

Applicants are required to sign and accept the Councils' Letter of Offer within four weeks of the date of the LoO. Unless otherwise specified, the period of the award will commence from the date that the signed and accepted Letter of Offer is received by the Council.

Where grants are awarded for a two or three year period a LoO will be issued with a fixed sum offered for the first financial year and provisional sums for subsequent year(s).

3.10 Appeals process

Unsuccessful applicants will be informed in writing (in hard copy or by email) of the outcome of their application and the reasons clearly stated.

Appeals can only be made where an applicant can evidence that the process of assessment was not followed in accordance with the criteria detailed in the application pack.

The aim of the appeals process is to ensure a fair and transparent process for the assessment of grant applications. Grants will be assessed based on the criteria set out in the guidance notes as part of the Grants Application Pack.

The Council grants schemes are application led and only those which demonstrate that they meet the required criteria may be awarded funding. The Council will ensure all grants are awarded in line with Ards and North Down Grants Policy objectives to ensure:

1. Council continues to invest in organisations and/or individuals to deliver projects within the borough which contribute to the council's corporate priorities.
2. Grant processes are robust, fair and consistent.

ARDS AND NORTH DOWN BOROUGH COUNCIL

3. There is an efficient and effective framework for grant management that allows budget holders to make decisions in line with the scheme of delegation and within appropriate timescales.
4. Improved customer experience to include the development of a digital grants management system.

If an appeal has been made and the applicant can evidence that the process of assessment was not followed in accordance with the criteria detailed in the application pack the appeal will be escalated to the formal appeal stage.

Formal Appeal

The formal appeal must clearly state the grounds for an appeal. The Head of Service for the awarding grant will convene an independent assessment panel. No new information, other than the information contained within the original application will be considered by the independent panel. The appeals panel will assess an application according to the criteria stated in the guidance notes and score the application accordingly.

The decision of the independent appeals panel is final and binding.

3.11 Publicity post award

Grant recipients are required to:

- Acknowledge the Council's grant support in all press releases and publicity material including social media
- Include the following statement on all printed material "Supported by Ards and North Down Borough Council"

Where grant recipients do not comply with the Council's publicity requirements, 10% of the total grant awarded may be withheld.

3.12 Grant retention

10% of the award may be withheld until the applicant has submitted all financial claims and monitoring information.

3.13 Claw back

The Council reserves the right to claw back any advance payments made to the applicant:

- that it subsequently deems to be ineligible expenditure; or
- in excess of need.

If this situation were to arise the applicant will be advised of the nature of the ineligible expenditure and the amount to be clawed back. The applicant will be invoiced for the amount of grant to be reimbursed.

ARDS AND NORTH DOWN BOROUGH COUNCIL

ADS

Chapter 4 Managing a Grants Scheme

4.0 Claims

Claims will be required for the full value of the grant amount awarded by the Council, including any advance payment.

All claims must be summarised on grant claim form (Appendix 2, Grant Claim Form) and must be supported by receipts, invoices and bank statements. Scanned documents, photographs or printed on-line bank statements will be accepted however proof of original claim documentation may be requested as part of the claim process.

Once verified all payments will be made by bank transfer. Applicants will be notified separately of any expenditure which has been disallowed.

4.1 Issuing of grant advances

Depending on the amount of grant awarded advance payments can be issued by the Council where a specific written request is submitted demonstrating the need for the payment. The need for an advance payment may require a projected cash flow for the life of the project, along with an up-to-date bank statement.

For awards:

- up to £500 the full amount can be paid in advance;
- up to £3000, up to 50% can be paid in advance; and
- up to £10,000 up to 30% can be paid in advance; over £10,000 an agreed payment schedule should be put in place and detailed in Letter of Offer.

Subsequent payments must only be made following satisfactory verification of interim claims.

How surpluses are dealt with should be outlined in your grant scheme but any funds carried forward should not exceed the lesser of £3000 or 10% of the annual award.

For multi-annual awards there can be no carry over at the end of the award period.

ARDS AND NORTH DOWN BOROUGH COUNCIL

ADS

Chapter 5 Monitoring and Evaluation

5.0 Monitoring of grants

The Council is required to monitor the progress of all projects, events and activities supported through grant aid.

Reporting will be proportionate to the size of the grant awarded and should follow the objectives of the award and any agreed performance KPI's.

The Project Evaluation Report template will specify the minimum reporting requirements; however some Council Services may introduce additional monitoring fields which will be detailed in the LoO.

Management should monitor and evaluate the effectiveness of each grant scheme and report this to Council on an appropriate frequency. These reports will consider the following items as a minimum;

- brief details of the scheme and its timeline
- number and value of applications
- level of support required by applications
- number and value of applications awarded support
- number and value of applications refused support
- issues encountered during scheme administration
- summary of benefits (drawn from project monitoring)
- evaluation of scheme against objectives
- suggested amendments for future schemes.

Appendices

- Appendix 1: Declaration of Interest
- Appendix 2: Grant Claim form
- Appendix 3: Standard Terms and Conditions (For individual and for organisations)

Standardised Documentation (in progress)

Documents to be standardised (in progress)

- Application Form
- Letter of Offer
- Project Evaluation Report

Grant Declaration of Interests Form

Please complete below with all relevant information:

Grant Reference			
Name:			
Nominating Organisation:			
Please detail the Organisation in which you have Personal Interests:			
Please detail the Organisations in which you have Professional Interests:			
Please detail the Organisations in which you have Business Interests:			
Other Relevant Information:			

Signature:		Date Completed:	
------------	--	-----------------	--

Please Note:

An interest for the purposes of the register is defined to be any personal, professional or business interest that one may have in any relationship or proposed relationship between the Ards and North Down Borough Council and an external body. A relationship includes consultancy, employment, directorship (whether paid or unpaid), shareholding or membership.

Grant Scheme Reference	
------------------------	--

Register of Interest Pro-Forma

Name of member	Description of interest	Extent of interest (does the interest affect the member or a person closely connected to them)	Nature of interest (current / former)
E.g. Mr Jim Bloggs	XYZ consultancy firm	Spouse of owner	Current

Declaration

I confirm that:

- The details provided on this form are current and accurate to the best of my knowledge.

Signature:		Date Completed:	
------------	--	-----------------	--

ARDS AND NORTH DOWN BOROUGH COUNCIL - GRANT CLAIM FORM

Ards and North Down Borough Council, 2 Church Street, Newtownards, BT23 4AP Telephone 030 013 3333

APPENDIX 6

Name of Organisation

Type of Grant

DETAILS OF EXPENDITURE:

Line No	Date Paid	Method of Payment	Cheque Number	Date of Invoice	Invoice Number	Supplier	Details of Purchase	Net Amount (excluding VAT)	VAT Amount	Amount Claimed	ANDBC use
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
							TOTAL				

NOTES

Please attach original invoices / receipts and proof of payment (i.e. Banks Statements). These will be returned once vouching has been completed.

Ards and North Down Borough Council collects data on this form for the purpose of processing grant applications.

In processing this data, the Council will act in compliance with the principles of the Data Protection Act 1998.

Data collected will be kept securely and not used for any other purpose without the applicant's consent

DECLARATION:-

I, the undersigned, declare that the above information is correct and represents eligible expenditure, as outlined in the Letter of Offer issued by Ards and North Down Borough Council.

SIGNED:

POSITION IN LEAD ORGANISATION:

BLOCK CAPITALS:

DATE:

STANDARD TERMS AND CONDITIONS FOR GRANT FUNDING

TERM OF AGREEMENT

1. The term of this Agreement shall be for a period of xx months commencing xx/xx/xxxx and ending xx/xx/xxxx. A total grant assistance of £xx will be allocated and must be used solely for the agreed activity.

PURPOSE OF FUNDING

2. The purpose of the funding is (to be summarised as agreed in letter of offer)

IMPLEMENTATION

3. The recipient shall perform all its obligations and observe and comply with all the terms and conditions contained in the offer of grant correspondence.
4. The funds granted by the Council to this project will be allocated on the condition that the Recipient agrees to abide by any relevant regulations relating to the project.
5. Any significant change to the activity schedule should be notified in advance and agreed in writing.

FINANCIAL MANAGEMENT

6. The Council requires the office bearers of all organisations in receipt of financial assistance to act at all times with honesty and integrity and to safeguard the resources for which they are responsible. In light of this:
 - a. The organisation must maintain effective controls to mitigate opportunities for misappropriation or fraud. The organisation must notify the Council immediately should an instance of fraud or suspected fraud arise.
 - b. The financial management system of the organisation must demonstrate effective controls and must present a clear audit trail at all times.
 - c. All claims must be summarised on council grant claim form provided and must be supported by receipts, invoices and bank statements. Scanned documents, photographs or printed on-line bank statements will be accepted however proof of original claim documentation may be requested as part of the claim process.

CONFLICTS OF INTEREST

7. All payments to Committee members, or if a Committee member is connected to any person being employed, should be disclosed.

CLAIMING PAYMENT

8. Grant payments will be paid on receipt of a fully completed claim form, paid invoices and evidence of payment from your business account.
9. Claims for funding must be submitted on the standard claim form supplied and signed.

10. Claims will be processed as detailed in letter of offer.

CHANGE TO THE ORGANISATION / PROJECT

11. The grant shall be used only for the purpose of the Recipient activity, which the Council has agreed to fund in advance. Any **proposed** changes to either the organisation or the projects must be notified immediately, before they are actioned, to the Council. Examples of significant changes which must be notified include:

- a. Issues impacting on the organisation's ability to operate on a going concern basis
- b. Nature / purpose of the project
- c. Change to the project name / organisation name
- d. Changes in key personnel
- e. Way in which the work is to be carried out and completed
- f. Funding period

Please note this list is not exhaustive and you must contact the appropriate officer detailed in the letter of offer should any doubt exist as to the need to report proposed changes. The Council shall be entitled to review and, if necessary, amend or withdraw this offer of funding in consequence to any such changes.

12. The organisation must:

- a) Comply with all applicable standards, laws, regulations, policies and statements;
- b) Not do anything that would cause the Council to breach its obligations under any legislation; and
- c) Hold all rights, licences and consents required to conduct the work of the organisation

RETENTION OF DOCUMENTATION

13. The organisation shall forward an end of project report, in a form satisfactory to the Council, outlining how the project has performed. This should include details of actual expenditure compared to forecast, and all other relevant information. To this end the organisation must ensure that adequate financial and operational records and registers are maintained and stored for at least 7 years from the date of expiry of the Funding Period or termination of this Agreement.

MONITORING AND INSPECTION

14. Any record, financial or otherwise, premises and/or equipment used for the project shall be open to inspection at any time by the Council or its duly authorised officers. In addition, the organisation shall comply promptly with any requests by the Council for information concerning the progress, administration, monitoring and evaluation of the project.

15. The Recipient must provide an update report and or end of year progress report, on the template supplied, showing activity against measurable outputs identified in their own activity plan as detailed in letter of offer.

INSOLVENCY / LIQUIDATION

16. The organisation undertakes to immediately notify the Council in the event that the organisation:

- Files a petition in bankruptcy;
- Is adjudicated bankrupt;
- Has a petition of bankruptcy filed against it which is not discharged within thirty (30) days;
- Becomes insolvent;
- Makes a resolution to go into liquidation, or
- Enters into any scheme or arrangement with their creditors.
- Goes into Administration

The Council shall have the right to terminate the Agreement at any time in such occurrences.

INDEMNITY / INSURANCE

17. The organisation shall maintain adequate insurance cover necessary to complete the project. Such insurance documents should be furnished to the Council prior to the commencement of the agreement and subsequently upon renewal. The Council, or its duly authorised officers, shall be permitted to review insurance policies and documents when requested.

18. In accepting the offer of grant, the organisation hereby indemnifies the Council in respect of any other claims howsoever arising and undertakes to hold the Council safe from any legal action in respect of such.

ASSIGNMENT / SUB ASSIGNMENT OF TERM AGREEMENT

19. This Agreement shall be considered valid and will remain in effect until the conclusion of the current term by any successor organisation to the organisation. The Council reserves the right to review the Agreement in the event of a successor organisation and exercise its options of termination.

This agreement may not be assigned or otherwise pledged by the organisation without the express written consent of the Council.

SUB CONTRACTING

20. The organisation may not sub-contract any of the delivery of the project to a sub-contractor without written approval from the Council.

PUBLICITY

21. The organisation shall publicise the financial contribution made by the Council by the inclusion of a printed acknowledgement (including the logo of the Council) in brochures, leaflets and all other publicity material and also on any related website/social media platform.

22. The Council shall be entitled to publish details of the financial contribution referred to in this Offer at such times and in such a manner as it may decide.

WITHHOLDING OF PAYMENT

23. Without prejudice to any other rights of the Council under this offer, the Council reserves the right to withhold any or all payments and/or to require the organisation to repay part or all of the grant if at any time:

- a) there is a substantial or material change in the nature, scale or timing of the project for which prior approval from the Council was not sought, or if the grant is used for purposes other than those specified in the application
- b) any records (financial or otherwise) inspected by, or supplied to, the Council are found to be inaccurate or incomplete
- c) the Council is not satisfied with the progression of the project
- d) the organisation is in breach of any of its obligations as outlined in this offer
- e) in the opinion of the Council the project has been abandoned, or ceased, or is not being pursued in a satisfactory manner.

TERMINATION

24. This Agreement will terminate without notice on the date mentioned in Paragraph 1 of the Terms and Conditions. This Agreement may also be terminated by the Council upon written notice at any time during its term. The organisation shall have no claim for damage, loss of profit, allowance or otherwise, either directly or indirectly, arising out of any action taken by the Council pursuant to the provisions of this paragraph.

DEFAULT

25. An event of default occurs if:

- a) The organisation is in breach of any of its obligations under the Funding Offer and
 - Fails to notify the Council accordingly, or
 - Such breach is incapable of remedy, or
 - Such breach is capable of remedy but remains unremedied for a period of 30 days after written request by the Council to remedy the breach.
- b) The organisation is for any reason no longer able to implement the project
- c) The organisation fails to pay to the Council any sum due under the terms and conditions of the financial assistance, or otherwise
- d) An order is made, or an effective resolution is passed, for the winding-up of the organisation or a receiver is appointed over all or any of the property of the organisation
- e) The organisation is unable to pay its debts within the meaning of Article 103 of the Insolvency (Northern Ireland) Order 1989 or statutory modification or re-enactment thereof

In such cases the Council may require the organisation to repay the aggregate of all payments of financial assistance made at any time prior to the event, less any other aggregate sum which may already have been repaid by the organisation under any other provision of this letter, or such lesser amount as the Council may determine.