Finance and Corporate Resources

Conditions of grant for organisations receiving a grant of less than £1,000 from South Lanarkshire Council

1. The Organisation must have adopted a written constitution acceptable to the council. The constitution must require the group to elect its committee and office bearers annually at a public meeting. The constitution must also include a commitment to equal opportunities.

2. The Organisation should keep simple, accurate financial records and produce accounts. Cheques drawn on the Organisation's bank account may only be signed by any two of no more than four authorised signatories. Evidence of expenditure, for example receipts, invoices, bank statements, and so on, should be kept for a minimum of 18 months after the expenditure is incurred.

3. The Organisation should hold regular committee meetings, some of which must be open to all members. The Organisation must produce records of committee and general meetings and must allow special meetings at the request of an agreed number of members

4. The Organisation must strive to be representative of their area and ensure that membership is not only open but that participation of all residents is actively encouraged. The Organisation should take positive steps to encourage equal opportunity and involvement of those who are under represented in their Organisation such as the elderly, disabled and members of the ethnic minority community.

5. Where activities involve children and vulnerable people, the organisation must operate an appropriate and adequate volunteering and vetting policy. Organisations must have a system in place for obtaining Standard or Enhanced Disclosure Scotland checks, or any other relevant information as required by law or as determined by the council. Organisations that involve volunteers should have in place a volunteering policy and good practice guidelines to a standard equivalent to those of the council.

6. The Organisation must advise the council of all other sources of grant aid and funding from other persons or bodies, for example, Lottery as and when they are awarded.

7. Organisations must be prepared to keep the council informed of their activities.

8. The Organisation must not use grant funds to publish material which appears designed to or could affect public support for a political party. This restriction is placed on the council and any group it funds by the Local Government Acts 1986 and 1988.

9. The Organisation must provide details of their aims and objectives and provide evidence that any grant was used for the purpose for which it was provided. The annual accounts must demonstrate how the grant was used and highlight any unspent funds.

10. The Organisation must provide information required by the council or council's external auditor if asked to do so. (Random spot-checks may be carried out by the council to ensure this).

11. An organisation receiving a grant from the council must:

- Use the grant for the purposes outlined in the Letter or Award, which will be sent out in due course
- Keep records and receipts of how the grant is spent
- Provide any information required by the officer of the council responsible for monitoring the grant at any time on request; and
- Acknowledge the council's support for your organisation in promotional activity and any publicity

12. All Grant payments will normally be made in accordance with the terms specific to the grant as detailed in the Letter of Grant Award, which will be issued in due course

13. Budget limits agreed between the council and the Organisation for the Project(s) must be adhered to. No additional unapproved expenditure for the Project(s) should be made by the organisation at any time.

14. The council undertakes to give adequate notice of the early termination of grants. This should be a minimum of 28 days, or other appropriate timescale determined by the grant. If the Organisation is not meeting the purposes of the grant, Council Officers will work with the Organisation to discuss what action, if any, can be taken to improve delivery. If performance does not improve and the effective use of public funding is at risk, or the grant is not used for the purpose for which it was made by the council then the Organisation will repay to the council the entire grant or any lesser part of the grant as determined by the council.

Acceptance of conditions of grant

You can complete this Conditions of Grant Form in Adobe Acrobat and print it out, or print it and complete it by hand, using block capital letters. Return the form to Finance and Corporate Resources, Floor 2, Council Offices, Almada Street, Hamilton ML3 0AA. If you need this information in a different format or language, please phone 0303 123 1015 or email equalities@southlanarkshire.gov.uk.

Declaration

All applications must be signed by two people who are recognised as representatives of your organisation. One of these people must be a board/ management committee member.

You are being asked to declare that:

- You have read and will comply with all South Lanarkshire Council funding conditions; and
- The Conditions of grant are acceptable to your organisation and they will continue to be binding in the event of any subsequent change in office bearers.

Organisation

Signed

Date

Position held

Signed

Date

Position held

Once signed, please return this sheet to the above address within 21 days. Failure to do so may result in the funding offer being withdrawn.