

Inspiration Fund Conditions of grant

If you are awarded a grant, you will need to sign a form to confirm that you accept the terms and conditions of the grant. Once you have done this, we will release the funding to your organisation.

Your application must demonstrate how your project or activity will support the work of Sunderland Children's Centres.

All monies must be spent by March 2010.

Records of all processes should be retained for a period of three years and must be available for inspection by City Auditor and other relevant officers

You will need to complete a monitoring form, once the grant is spent and return it to us with a signed declaration that all funding has been spent, in line with your original application.

Organisations will be required to provide accurate and verifiable accounting records for all expenditure. This information must be available on request at any time for inspection together with supporting invoices, receipts and other relevant documents.

Grants are made, on condition that they are used solely for the purpose stated on the application form. Any proposed variation to the original proposal must be approved by the panel in advance. Failure to comply could result in the withdrawal/ recovery of grant monies.

Please note that if you fail to complete the monitoring form, or fail to meet any of the other terms and conditions, it may affect your ability to have a grant from us in the future, or we may consider claiming the grant back from you.

Organisations are required to take reasonable steps, to ensure their activities can be made available for as broad a range of people as possible and that positive measures are put in place, to remove any barriers to access.

Organisations should take all necessary steps to secure the health, safety and welfare of all persons involved in the project.

Applicants must have appropriate public liability, and employer's liability insurance in place for the activities they provide.

Applicants must ensure suitable arrangements are in place with regard to safeguarding children, vulnerable adults and child protection, in line with the requirements of the Children Act 1989 and 2004.

The scheme must be managed in accordance with all appropriate statutory requirements and employment legislation, and must not be conducted in any way to bring the City Council into disrepute.

In the case of those applications not approved, if you want us to reconsider, you will have to give information, showing why our decision was based on inaccurate information or a misunderstanding, or that there is some other issue that we should have taken into account. Your application and the additional information can then go back to the Panel, at their next meeting.