**Together Towards Zero Grant Funding Agreement**

**Please ensure you read the requirements of the grant funding agreement, so you are aware of your commitments.**

1. For the purposes of the Funding Agreement, ‘recipient’ means the individual or group stated on the application form. The ‘council’ means Brent Council.

2. The recipient’s project must be non-profit making.

3. The project activity must be targeted on Brent and bring direct benefit to residents of Brent.

4. Funds awarded must only be used for the purposes set out in the application form or approval correspondence, unless changes are agreed by the council in writing.

5. The recipient shall not use any part of the council’s award to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party.

6. Funds may not be used to promote any religion or for religious activity.

7. Funds may not be used for the purchase of alcohol.

8. Any allocation from this programme must be spent and accounted for within 4 weeks of completion of the project activity.

9. The recipient is required to submit receipts as evidence of expenditure together with monitoring and feedback at the end of the project.

10. Individual items of equipment purchased with council funding with a value exceeding £1000 must be insured by the recipient and shall become the property of the council if the project or group folds within two years of receiving the award.

11. The award cannot be used for expenditure made before the date of your offer notification.

12. Proper and appropriate financial and accounting records must be in maintained e.g.an income and expenditure sheet, receipts, invoices and quotes.

13. If the recipient owes an outstanding debt to the council, which is unrelated to the award, the council will not pay funding until such time as the entire debt has been cleared.

14. If the recipient has failed to submit the required monitoring information from previous council funding, the council will not consider any new application until this has been rectified.

15. Council support should be acknowledged on project literature where possible e.g. Brent Council logo and Together Towards Zero logo.

16. A council officer will be assigned to the funded project to provide liaison as necessary. The recipient must keep this officer informed of the progress of the project.

17. Monitoring information must be provided as outlined in the application pack and access given to the project at all reasonable times in order that council officers may provide development support and carry out monitoring and evaluation duties as appropriate.

18. The project must be inclusive of all sections of the Brent community and ensure it operates good practice in equal opportunities.

19. The recipient and any third-party project organisers must comply with all legal requirements in relation to employment, insurance, health and safety, child and vulnerable adult protection, service delivery, premises and other relevant matters.

20. No recipient or member of the organising group or management committee shall receive payment for services from this award.

21. Awards may not be used to subsidise fundraising activities.

22. Recipients will be expected to share information on their activities, outcomes and achievements, as and when required by the council.

23. Recorded consent is required from people appearing in photographs and videos.

24. If the council makes an overpayment to the recipient, it will seek recovery of all sums overpaid. The recipient will repay any overpayment to the council within thirty (30) calendar days of receiving a written request from the Authority to make a repayment.

25. The recipient may not retain any portion of the Grant that has not been used by the end of the project activity, any unspent monies must be repaid to the council within thirty (30) working days from the date on which the request for payment is sent.

**Agreement**

**I have read these conditions and in the event of a successful council award agree to be bound by them. I understand no funds will be paid unless this agreement is signed. I certify that the information supplied is accurate to the best of my knowledge. I understand and accept that providing deliberate false information could result in legal action being taken against me and withdrawal of funds awarded.**

By completing the date and your name, you are agreeing to the above statement.

**Name:** Click or tap here to enter text.

**Organisation Name (if applicable):** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

## **How we use your personal data**

The personal information you share with us will only be used within the council and our partners. This information will be retained for a period of up to 7 years and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. If you are dissatisfied with the processing of your information, you can raise your concern with the council's data protection officer. You have a right to lodge a complaint with the [Information Commissioner’s Office](http://www.ico.org.uk/). Read [Brent's privacy policy](http://www.brent.gov.uk/privacy).