



Leisure Fund Grant (Grants to Organisations)

Terms and Conditions

The grants are discretionary and a decision as to their award is made by the Council's Community Services Portfolio Holder meeting.

Any award is subject to the following conditions:

1. That the information contained in your application form is complete and correct and that your project proceeds in accordance with your application.
2. If for any reason your project changes, or there is a need to vary the way in which the grant is to be spent, written permission to do so must be obtained. This may require a further submission to committee and would therefore delay your project.
3. Any award must be used within twelve months of the date it is awarded. Where a grant is not to be claimed within twelve months from the date it was offered, notification of this should be given in writing to the Deputy Director Technical Services.
4. The amount of grant will be determined by the Council, but will normally not exceed 25% towards revenue funding and 10% towards capital funding to a maximum of £700 per application.
5. The Council will not normally support retrospective applications. No grant will be offered if the event or project has commenced prior to:
 - (i) The submission of an application.
 - (ii) An inspection of the building by relevant staff of the Council.
 - (iii) A written offer of grant aid being made (or, in exceptional circumstances, where a project is particularly urgent a "**without prejudice**" start being agreed in writing).
6. Grants will not normally be released until receipts or final accounts for the project/event have been returned to the Leisure Services Team with a completed Claim Form and that the project has been inspected by an appropriate officer of the Council.
7. Grants will be paid in one instalment, unless specific arrangements are made with the Leisure Services Team; or stated otherwise in the conditions of the provision of the grant.

8. Clubs and organisations will be required to maintain a bank account in the name of the organisation. All withdrawals from the account must require a minimum of two signatures, and in the case of an organisation employing staff, at least one signature must be a member of the management committee. In all cases, the Treasurer of the organisation must be one of the signatories.
9. Clubs and organisations should have their accounts independently audited at the end of their financial year. This need not be done by a professional auditor, but by a person who does not hold an office within the organisation.
10. Access should be given to any records and information as requested by designated officers of the Authority.
11. In the case of a guarantee against loss being provided, the final accounts shall be provided by the applicant upon request for release of the guarantee amount.
12. The Council reserves the right to withhold or recover part or all of the grant if:
 - (i) Your organisation ceases to operate.
 - (ii) In the reasonable opinion of the Council the organisation fails to apply the grant or any part of it for which it was made, or fails to continue the scheme in accordance with approved application.
 - (iii) In the reasonable opinion of the Council any of the assurances given or the representations contained within your application were fraudulent, materially incorrect or misleading.
 - (iv) Any term or condition to which the grant is subject is not complied with or contravened.
13. A Leisure Fund Grant will not be paid in addition to any other grant from Eden District Council in respect of the same project.
14. Approval of a grant application by the Council does not signify approval for any other purpose. You must ensure that you fulfil all statutory obligations and comply with licensing laws and other regulations.
15. The Council reserves the right to publicise any offer of grant.