



High Wycombe Town Committee Grant Conditions

Grants are made subject to the following Conditions, and are to be read in conjunction with the accompanying award letter:

1. Evidence must be provided that at least one of the Council's priorities against which the application has been assessed has been met.
2. The applicant must acknowledge High Wycombe Town Committee financial support in any publicity, printed or website material and use the supplied approved logo.
3. Where the funded project is providing an event, activity, or service to/for the community, the organisation must create an account to add their service to the [Bucks Online Directory](#) (targeted to adults ages 18+) or the [Buckinghamshire Family Information Service Directory](#) (targeted at parents/carers, parents to be and children and young people from birth to 19, and up to 25 if they have special educational needs or disabilities) and maintain the records accuracy until the activity or service ceases.
4. All quotes from suppliers must be on headed paper, from brochures or websites and must be made available on request. A facilities grant will normally be based on the lowest of three quotations, copies to be provided with the application form.
5. If the project requires Planning Permission, Building Regulations or any other form of licence approval, the applicant must confirm it is in place. We may request a copy of this to support the application.
6. For facilities grants, 50% of the cost of works must be match-funded up to a maximum of £10,000. The applicant must provide proof of matched funding.
7. The applicant must provide evidence to show proof of payment/s by way of bank statements, receipts and invoices associated with the grant as your project may be audited after completion. It is the applicant's responsibility to keep these receipts for six years following completion of the project. All projects should adhere to Buckinghamshire Council's [Anti-Fraud & Corruption Policy](#).
8. We will not fund retrospective projects or where expenditure has already been incurred/committed. Grants awarded may only be used for the purpose specified in the application; it is the applicant's responsibility to contact the High Wycombe Town Committee if there are any changes to a project that has been awarded a grant. No change will be effective unless and until it has been agreed in writing between the applicant and the Council. In such cases, the Council reserves the right to include such additional terms of grant as it may decide in its reasonable discretion.
9. High Wycombe Town Committee will make an investment each year into local communities. To ensure investment continues to target the correct projects, we require applicants to submit a report on completion of the project. The report must provide evidence that the grant has achieved value for money for the Council and that the grant has been used wisely for the benefit of the community. Proof must be provided to show that the group's intended

outcomes have been achieved. This is in addition to any project monitoring and evaluation agreed with the Committee. Failure to provide monitoring information will prevent the applicant from being eligible to apply for a further grant in the future and Buckinghamshire Council may request that funding is returned.

10. A payment schedule will be agreed at the time of the grant being awarded. Payments may be made in monthly, quarterly, 6 monthly or one-off instalments depending on the project timescales and value of the grant.
11. If for any reason the applicant is unable to continue with the delivery of the project, there will be no further commitment from Buckinghamshire Council.
12. Grants must be claimed within one year of notification of a grant, otherwise they may be automatically withdrawn. If the applicant wishes to carry forward unspent allocated funds beyond the agreed project delivery period, they must first seek approval by contacting the High Wycombe Town Committee.
13. For facilities grants, once work is completed the facility must be maintained for its current use for a minimum of 10 years. Failure to do so will result in the Council claiming back one tenth of the grant awarded for every year that the facility is not provided.
14. The applicant and the Council must comply with their respective obligations under the Data Protection Act 2018 and the UK General Data Protection Regulations. Neither the applicant nor the Council anticipate that there will be any personal data being shared in connection with this grant award but in the event that a need to share personal data does arise, the applicant and the Council will enter into a data sharing agreement prior to any sharing of that personal data taking place.
15. The applicant shall take out and maintain adequate insurance with a reputable insurance company in respect of all risks which may be incurred by the applicant, arising out of the applicant's delivery of the project, including death or personal injury, loss of or damage to property or any other loss. The applicant shall on request supply to the Council a copy of the insurance policies and evidence that the relevant premiums have been paid.
16. The applicant acknowledges that the Council is subject to the requirements of the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIRs) and will provide all necessary assistance to the Council to enable it to comply with all information disclosure obligations. The Council shall be responsible for determining in its absolute discretion whether any information is exempt from disclosure in accordance with the FOIA and/or the EIRs.
17. The applicant shall not in delivering the project unlawfully discriminate within the meaning and scope of any law, enactment, order, or regulation relating to discrimination (whether in race, gender, religion, disability, sexual orientation, age or otherwise) in employment or otherwise.
18. For projects involving young people (as attendees or delivering the project) – under 19 (or under 25 with special educational needs) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Children's Board: <https://www.buckssafeguarding.org.uk/childrenpartnership/>



19. For projects involving older or vulnerable people (as attendees or delivering the project) applicants must adhere to safeguarding policy and practice that follows the guidelines identified by the Buckinghamshire Safeguarding Adults Board:
<https://www.buckssafeguarding.org.uk/adultsboard/>

Please acknowledge acceptance of the grant offer and associated Conditions by e-mail or letter within four weeks of the date of the covering Award Letter.