



Conditions of Grant

April 2024

1. The project must be targeted in, and directly benefit the residents of Newham
2. Funds granted must only be used for the purposes set out in the application form or approval correspondence, unless changes are agreed by Newham Council in writing.
3. The project organisers shall not use any part of the Council's grant to support any political party or to engage in publicity, which could reasonably be regarded as designed to affect support for a political party.
4. Funds may not be used to promote any religion or for religious activity.
5. Funds may not be used for the purchase of alcohol or any form of gambling.
6. Grants may not be used to subsidise fundraising activities.
7. Individual items of equipment purchased with Council funding may not be sold, auctioned or given away.
8. Any individual item purchased exceeding £500 must be insured and shall become the property of Newham Council if the project or group folds within two years of receiving the award.
9. The grant cannot be used for expenditure made before the date of your formal grant offer notification.
10. If the applicant owes an outstanding debt to the Council, which is unrelated to the grant, the Council will not pay grant funding until such time as the entire debt has been cleared.
11. If the applicant 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 and may pursue the retrieval of the grant money.



12. Council support should be acknowledged on project literature, as appropriate. This includes the use of approved logos.
13. A Council officer will be assigned to the funded project to provide liaison as necessary. This officer must be kept informed of the progress or changes of the project.
14. Projects must be completed by 31st December 2024.
15. Any allocation from this grant programme must be spent and accounted for within 8 weeks of completion of the project. You will be required to submit monitoring information and proof of expenditure.
16. Proper and appropriate financial and accounting records must be maintained for 2 years.
17. Monitoring information must be provided as specified in the grant offer notification 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 for all sections of the Newham community and ensure it has regard for equal opportunities and fair access.
19. No member of the organising group or management committee shall receive payment for services from this grant.
20. Any unspent money will need to be returned to the Council.
21. Funded projects will be expected to share information on their activities, outcomes and achievements, as and when required by the Council.
22. The project organiser is responsible for planning a safe programme
23. The project organiser 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.



24. All staff and volunteers working directly with older people, young people and those considered vulnerable, must have a current Enhanced DBS check in place.
25. The grant recipient is responsible for maintaining the Safeguarding process and this must be clearly expressed in the organisation's Safeguarding Policy.
26. The Council will not make any payments for preparation work leading up to the grant submission. Applicants will prepare the bid at their own risk and cost.
27. The Council makes no guarantee that organisations will receive a grant.