

SCHEDULE 3: TEMPLATE GRANT OFFER LETTER FOR GRANT RECIPIENT

[Delegate to insert all necessary Scheme name and Programme name details, grant amount, and introductory paragraphs, etc here and provide the Fund with a copy of their finalised Grant offer letter when completed.]

The Bromley and Lewisham Covid-19 Giving Scheme

I am pleased to advise you that a grant offer of £xxx is being made to xxxx to spend within six months from your start date and no later than 28 October 2022. We expect you will want to start your project in the next month.

Please read over this before you sign and send us the things we need

Make sure you're happy with all the information included and the Terms and Conditions before you sign by reading over:

- the information about your project
- the difference your project aims to make
- how to share the good news about your funding
- our Terms and Conditions (so you know what you're agreeing to when you sign at the end).

Read your project summary and aims before signing the [Grant Offer Letter] Information about your project

[Delegate to insert what the project that is being funded is]

The difference your project aims to make

As part of your application you told us the difference you wanted to make:

[Delegate to insert the intended outcomes of the project]

We'll ask you for a progress update

We will pay you 50% of the grant on receipt of the signed grant offer letter. A further instalment of 40% will be processed on receipt of evidence of satisfactory progress being made at around the halfway point of the project. This should include a written project narrative and financial progress reports which must include all requisite evidence of expenditure of the funds. The remaining 10% of the grant will be paid at the end of the project subject to satisfactory progress. At this stage we'll get in touch to see how it all went. We'll be looking to know how many people you helped, how many volunteers you worked with and what difference the funding made.

We know things can change and evolve as the project does. Your funding officer will talk to you about what to do if things change.

We've included our terms and conditions with this letter

When your senior contact signs this Grant Offer Letter (which is made up of this Grant offer letter and our Terms and Conditions), your organisation is agreeing to our Terms and Conditions. If your organisation fails to meet them, and/or our reporting requirements, we might suspend payment of the grant and/or take legal action to recover all or part of the funding (which we also call your grant).

Read the Terms and Conditions over so you know what you're agreeing to. And hold on to a copy, so you can look back on them whenever you need to.

How to share the good news about your funding

Celebrate with your community

We'd love for you to let people know about your grant and the amazing work you're doing in your community thanks to the funding provided. Please spread the word through social media, remembering to tag us and The National Lottery Community Fund:

For Bromley

Twitter: @CommLinksBrom & @TNLComFund

Facebook: @CommunityLinksBromley & @TNLCommunityFund

Instagram: @communitylinksbromley

For Lewisham:

Twitter: @BlueprintForAll @TNLComFund

Facebook: @BlueprintforAll @TNLCommunityFund

Instagram: @blueprint_for_all

Please always acknowledge National Lottery players' support by using the #NationalLottery hashtag when posting content related to your grant.

When talking about your project please use our full name and thank us and The National Lottery Community Fund. Sharing news about your project with your community can be a great way to keep them involved and engaged.

You might write something like:

*Funding from The National Lottery Community Fund, distributed by **Community Links Bromley**, has helped us to (write about what it's helped you to do here). Thanks to National Lottery players for making this possible.*

The National Lottery Community Fund logo and our logo should be used to acknowledge your grant.



You can download our logo on our website **Delegate [here]**. You can download The National Lottery Community Fund logo and find guidance on the use of it [here](#).

We encourage you to keep telling everyone about the difference your project is making throughout the life of your funding. Sharing news about your project with your community can be a great way to keep them involved and engaged.

If you have any questions about publicising your grant email us at fdo@communitylinksbromley.org.uk.

Please complete the grant acceptance at the end of the grant offer within two weeks of the date of this letter and no later than 25 April. By accepting the offer, you agree to abide by the terms and conditions of the funding.

Information about using The National Lottery Community Fund logo (the “Logo”)

The Logo is made up of The National Lottery crossed fingers and the words “Community Fund.” The Gambling Commission owns the trademark for the crossed fingers part.

You are hereby granted a right to use the Logo, for the purposes of promoting your National Lottery funded project. This permission is personal to your project and you can’t transfer any of your rights to another person or project.

The National Lottery Community Fund might share your details with Camelot UK Lotteries Limited, and The Gambling Commission, in order to fulfil their obligations under their agreement with Camelot. The National Lottery Community Fund have the right to end your permission straightaway to use the Logo, at any time and for any reason. This might be in the following circumstances:

- if Camelot or the Gambling Commission ends The National Lottery Community Fund’s permission to use it
- if you don’t comply with our guidelines
- if your grant from National Lottery funds is withdrawn, suspended or terminated.

When this permission ends, you must stop using the Logo immediately.

Keep a copy of your agreement and terms and conditions (for your records). You can find more information on what happens next on our website.

Standard Terms and Conditions for The Bromley and Lewisham Covid-19 Giving Scheme

In these terms and conditions, *[insert name of Delegate]* is referred to as “us” or “we”, and the organisation that is awarded a grant is referred to as “you”. We refer to the project, event or activity described in your application, or as otherwise agreed with us, as “the project”.

1. By accepting this grant, you agree to:

- 1.1 hold the grant on trust for us and use it only for your project;
- 1.2 use the grant only for costs incurred after the date of your grant offer letter and only during the term of the project as agreed with us;
- 1.3 start your project and draw down the first instalment of the grant within six months of signing the grant offer letter, unless otherwise agreed with us;
- 1.4 provide us promptly with any information and reports including relevant monitoring information we require about the project and its impact on your community, both during and after the end of the project;
- 1.5 work with any third party we may contract with or appoint for the benefit of the project and/or this funding programme;
- 1.6 obtain our written consent before making any significant changes to your project or to the status, ownership or constitution of your organisation;
- 1.7 let us know promptly about any significant issues or delays with your project or about any fraud, other impropriety, mismanagement or misuse in relation to the grant or any legal claim and/or investigation made or threatened against you, any member of your governing body, or any organisation, employee or volunteer working on the project;
- 1.8 act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us in relation to the programme or use of the grant;
- 1.9 advance equality of opportunities in line with the law and any guidelines issued by us;
- 1.10 if the grant is for a salary of a new post, advertise the vacancy externally unless otherwise agreed with us, and carry out a fair and open recruitment process in line with the law and any guidelines issued by us;
- 1.11 acknowledge National Lottery funding using the required logo in accordance with the relevant guidelines for recognising your grant, which can be found in **your offer letter and on our website [link]**
- 1.12 hold the grant in a UK based bank or building society account which satisfies our requirements as set out in guidelines and requires at least two unrelated people to approve all transactions and withdrawals;
- 1.13 treat the grant as restricted funds in your annual accounts using the reference “the *[insert Delegate’s name]*” and the Scheme name “*[insert Scheme name]*”, and if required by us, open a separate designated bank or building society account for each grant from us for the sole purpose of receiving and administering that grant;
- 1.14 immediately return any part of the grant that is not used for your project or that has not been spent by the end of the project, as agreed with us;
- 1.15 where your project involves working with children, or adults at risk, comply with our Safeguarding policy available on our [website](#) and carry out background checks for all employees, volunteers, trustees or contractors as required by law and good practice guidance from your regulator(s).
- 1.16 have an appropriate written whistleblowing policy and procedure/s in place, ensure the policy and/or procedures are publicised internally and ensure that staff are trained on its principles and operation, review and update your whistleblowing policy and procedures at least every two years;
- 1.17 comply with all applicable data protection legislation including the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018;

- 1.18 keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant such as original receipts and bank statements;
- 1.19 allow us and/or the Comptroller and Auditor General reasonable access to relevant premises and systems to inspect the project and grant records. You agree that it may be necessary for you to share relevant Personal Data (as defined in the GDPR) with us in order to fulfil your obligations under this Clause 1.19. You will be transparent about your obligations under this clause with your beneficiaries (Data Subjects (as defined in the GDPR)) and ensure you have a lawful basis to share any relevant Personal Data with us in order to comply with this clause; and
- 1.20 us publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish in any format any project information you give us. You will let us know when you provide the information if you don't have permission for it to be used for these purposes.
- 1.21 if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be able to access information and services in Welsh and all materials must be produced bilingually.
2. **If any part of the grant is used to buy goods or services, or to buy or develop intellectual property, costing more than £10,000 you will:**
 - 2.1 carry out a competitive tender for the goods and/or services and comply with UK and EU procurement rules if applicable to you;
 - 2.2 use assets purchased or enhanced using the grant only for the project and keep them safely, in good repair and condition and adequately insured for the life of the project and any subsequent asset monitoring period specified in the relevant guidelines;
 - 2.3 protect any intellectual property rights purchased or developed using the grant and not commercially exploit these rights without our prior written consent; and
 - 2.4 obtain our prior written consent for any disposal of assets purchased, developed or enhanced using the grant and if required, pay us a share of proceeds from such disposal.
3. **You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant and/or impose additional conditions in the following situations. You must let us know if any of these situations have occurred or are likely to occur.**
 - 3.1 You use the grant in any way other than as approved by us or fail to comply with any of these terms and conditions, or any additional conditions set out in our grant offer to you.
 - 3.2 You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the impacts agreed with us.
 - 3.3 You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
 - 3.4 You provide us with false or misleading information, either on application or after award of the grant, act dishonestly, or if you or anyone involved in the project or your organisation is under investigation by us, a regulatory body or the police.
 - 3.5 You do or fail to do anything that brings us, the National Lottery Community Fund, or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you.
 - 3.6 You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.
 - 3.7 You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where You are paid in error before You have complied with your obligations under these terms and conditions and Offer Letter. Any sum, which falls due under this Clause 3.7, shall fall due immediately. If You fail to repay

the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

4. You acknowledge that:

4.1 by accepting this grant:

4.2 you confirm that the information in your application has been authorised by the governing body of your organisation;

4.3 your organisation is able to deliver the project described in your application; and

4.1.2 the grant is not consideration for any taxable supply for VAT purposes;

4.2 the grant is for your use only and you may not share or transfer the grant (or any part of it) to anyone else unless approved in advance by us. If we agree to you sharing or transferring the grant, you are responsible for ensuring that your partners and other recipients of the grant accept and comply with these terms and conditions and follow any guidance issued by us. If they fail to do so, we may exercise our rights in Clause 3, including to terminate the grant and require repayment. You must enter into a legally binding agreement, with anyone with whom you share the grant and provide us with a copy on request;

4.3 if any part of the grant is used to buy or build, refurbish, extend or alter buildings or land or to purchase or enhance vehicles or equipment you must comply with our additional capital grant conditions;

4.4 we will not increase the grant if you spend more than the agreed budget on your project;

4.5 the grant comes from public funds and you will not use it in a way which does not comply with the UK's international subsidy control commitments effective from 1 January 2021. If the grant is deemed to be unlawful subsidy, you will repay the entire sum with compound interest immediately. If you are concerned about subsidy control commitments, you will seek independent legal advice;

4.6 we have no liability for any costs or consequences incurred by you or third parties that arise either directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law; and

4.7 these terms and conditions will continue to apply for (i) one year after payment of the last grant instalment; or (ii) until the project has been completed; or (iii) for as long as grant monies remain unspent; or (iv) until post-grant assurance activities have been completed whichever is longer. Clauses 1.4, 1.5, 1.8, 1.11, 1.14, 1.17, 1.19, 1.20, 1.21, 2.2, 2.3, 2.4, 3, 4.5, 4.6 and 4.7 shall survive expiry of these terms and conditions.

By signing below and returning to CLB you will be accepting the offer and are agreeing to abide by the terms and conditions of the funding.

Signed:

Signed:

Date:

Date:

Christopher Evans,
Chief Officer, Community Links Bromley

Name:
Position:
Organisation: