

CONDITIONS OF GRANT

for Organisations successfully applying for grant assistance from the Council.

Falkirk Council requires that all organisations receiving grant assistance abide by the following conditions. Failure to abide by the conditions may result in organisations having to repay their grant.

1. The grant must be spent appropriately ie. it must be spent on the purpose for which the request was made.
2. Any unspent grant must be returned to Falkirk Council.
3. Organisations/individuals must produce documentary evidence and/or accounts to the address below to verify that the grant has been spent, as follows:-

- **Individual or Specific Grants**

This is likely to consist of receipts, or if a grant to attend an event, then evidence that the event was attended.

- **Smaller Grants**

Where a grant of £2,500 or less is awarded, annual accounts showing use of the grant should be prepared and audited. The auditor must be appointed by the organisation's Committee and be independent of the Committee.

- **Larger Grants**

In the case of grants of more than £2,500 annual accounts must be prepared and audited. The auditor must be a qualified accountant ie. a member of an Accountancy body affiliated to the Consultative Committee of Accountancy Bodies (CCAB). The auditor should be appointed by the organisation's Committee.

4. Any items of equipment bought with a Council grant must be disposed of/transferred in line with the organisation's constitution.
5. Acceptance of a grant from Falkirk Council implies your agreement that Council staff have access to your book-keeping arrangements and, where appropriate, staff, premises etc.
6. Organisations are expected to acknowledge grant assistance from Falkirk Council in any publicity material which they produce.

Any questions arising from these Conditions of Grant should be raised with :

Corporate and Commercial Services (Grants)
Falkirk Council
Municipal Buildings
West Bridge Street
Falkirk FK1 5RS
Tel : 01324 506015



Falkirk Council

GUIDANCE NOTES

for Organisations applying for grant assistance from the Council.

These Guidance Notes should be read before completing the Application Form for Grant Assistance

Falkirk Council may fund the following types of activity:

- administration and/or running costs
- special events/activities
- 'in kind' help such as free or reduced lets of Council facilities
- costs to individuals selected for some cultural or sporting activities

Falkirk Council will not fund:

- costs incurred retrospectively
- hospitality
- activities which result in individual remuneration

Priority will be given to organisations, groups and/or individuals whose activities are:

- consistent with the Council's Goals and Values (see below)
- consistent with Council Service priorities and plans
- consistent with the purposes of specific grants budgets
- of potential benefit to priority groups
- democratic, based on equal opportunities, and publicly accountable
- good value for money

Please give as much detail as possible when you complete the Application Form, taking care to specify exactly what you are asking for and giving detailed costs if you can. The form should be signed by two representatives of your organisation. You should keep a copy of your completed application for future reference.

You **should** enclose the following items with your application:

- a copy of the organisation's Constitution, if it has one**
- a copy of the organisation's Equal Opportunities Policy, if it has one
- a copy of the organisation's most recent Annual Report, if it has one
- a recent statement of accounts, audited if possible.
- any other item which relates to your application.

*** The Council would expect your organisation to develop a Constitution within six months of submitting an application, if it does not already have one: contact the Corporate and Commercial Services (Grants) - details below- if you require assistance with this*

The Council will acknowledge receipt of your application and will try to let you know the outcome within six weeks. Groups which are unsuccessful will be notified of any specific reasons and will be advised of other possible sources of funding.

When you have completed the Application Form, please return it to the Corporate and Commercial Services (Grants), Falkirk Council, Municipal Buildings, West Bridge Street, Falkirk, FK1 5RS. Tel (01324) 506015, or hand it in to any of the Council's One Stop Shops. *If you have difficulty in completing the Application Form, please contact the Corporate and Commercial Services (Grants) at the address above.*

Falkirk Council's Goals & Values

The values of **Public Service, Performance** and **Partnership** provide the context of Falkirk Council's Goals of :-

- promoting economic prosperity and reducing poverty
- creating healthier and safer communities
- reducing disadvantage and inequality.
- helping people to develop their potential and make a positive contribution to their community
- safeguarding and improving the environment and heritage of the area



Falkirk Council