

**TERMS AND CONDITIONS FOR  
AIMING HIGH FOR DISABLED CHILDREN GRANT SCHEME**

**Useful Definitions**

‘The Application Form’ means the Application Form submitted to the County Council by the Organisation.

‘The County Council’ means Staffordshire County Council.

‘The Funding Guidance’ means the funding guidance which has been set out by the County Council and is set out in the Funding Guidance document provided to the Organisation.

‘The Funding Body’ means the Department of Education and includes any Successor body to that Department.

‘The Grant’ means the sum that the County Council has agreed to provide by way of Grant to the Organisation subject to the Organisation complying with the Terms and Conditions and the Sure Start Grant Conditions.

‘The Organisation’ means the organisation/ grant recipient applying for the grant/ applicant.

‘The Project/Activity’ means the project or activity detailed in the Application Form.

‘The Sure Start Grant Conditions’ means the additional sure start conditions that accompanied the Application Form.

‘The Terms and Conditions’ means the terms and conditions which the Organisation have agreed to comply with and which include the Special Conditions annexed.

**Before any payment can be made the Organisation must confirm that it accepts the following Terms and Conditions:**

1. The Grant shall only be used in accordance with the Funding Guidance.
2. The Grant can only be spent according to the Funding Guidance upon which the Organisation based its Application Form.

3. Any amendment to the information contained within the Application Form must be notified in writing by the Organisation to the County Council as soon as the Organisation becomes aware of the change in circumstances.
4. All aspects of the project or activity, as outlined in the Application Form, must be completed by the 31 March 2011.
5. Evidence of outputs and outcomes as detailed in the Application Form must be provided by the Organisation to the County Council within the timescales set out in the Application Form. In addition the Organisation agrees to co-operate with and provide to the County Council any evaluation material (internal, commissioned by the County Council or nationally commissioned) in respect of the Grant.
6. A full financial breakdown and details of expenditure in relation to the activity set out in the Application Form must be provided by the Organisation to the County Council and reconciled before the Grant is paid. The County Council reserves the right to request original invoices. The detailed quarterly financial forecast is also the responsibility of the Organisation and should be returned by end of the identified months (September, December and March).
7. False or inaccurate claims may result in the County Council reclaiming monies paid and refusal to pay any further monies to the Organisation.
8. All publicity used by the Organisation in relation to the activity detailed in the Application Form and the Grant will acknowledge the County Council and Aiming High for Children and will be approved by the County Council before use.
9. If there is any breach of these Terms and Conditions, the funding is repayable by the Organisation immediately on demand to Staffordshire County Council.
10. The County Council may terminate this agreement in the event that the Organisation breaches any of the Terms and Conditions, becomes bankrupt or insolvent or commits a fraud or enters or participates in poor practice. The County Council reserves the right to recall the full Grant from the Organisation in the event that the Grant agreement is terminated. Examples of breach and default include:
  - 10.1. Return of any surplus Grant monies, for example any unspent advances;
  - 10.2 Use of Grant monies for items other as stated in the original and approved Grant application appraisal;
  - 10.3 If the Organisation's performance is considered to be unsatisfactory by the County Council;
  - 10.4 Financial irregularity.

This list is not exhaustive and the County Council shall have regard to its duty to protect public funds.

11. The Organisation must comply with all Terms and Conditions imposed by the Funding Body.

12. In the event of central funding being stopped the County Council will not be responsible for any failure to make payment of the Grant to the Organisation.

13. The Organisation confirms that it has and will continue to comply with the requirements relating to insurance, policies and procedures detailed in the Application Form. Failure to do so may result in the County Council terminating the award of Grant and possible recovery of sums already paid.

14. All staff employed by the Organisation and volunteers who will be working with children and young people must have an enhanced CRB check.

15. All equipment used by the Organisation in carrying out the Project must have an appropriate risk assessment before use. All staff and/ or volunteers engaged by the Organisation to use the equipment must be fully trained and where appropriate qualified to use the said equipment.

16. Any vehicles used by the Organisation in the delivery of the Project must be fully insured, taxed and operated by employees or volunteers of the Organisation who are legally qualified to operate those vehicles.

16. The Organisation must keep all records relating to the Project for period of 6 years from the date of completion of the Project.

## **SPECIAL CONDITIONS FOR AIMING HIGH FOR DISABLED CHILDREN GRANT SCHEME**

The Organisation will be required to adhere to the following Special Conditions to safeguard the funding. The Special Conditions are set out below:

### **Payment of the Grant**

1. The Grant must be spent on goods and services received by the 31<sup>st</sup> of March 2011 with a deadline for submission of 2010/11 invoices of the 31<sup>st</sup> of March 2011.

### **Other Conditions**

*Insert any specific conditions here*

**AIMING HIGH FOR DISABLED CHILDREN**

**FUNDING AGREEMENT**

**TERMS AND CONDITIONS**

**I confirm that the Organisation will act in accordance with the above Terms and Conditions and Grant Documents**

The Organisation/Agency

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Name.....Position.....

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Signed

.....Date.....

Please ensure that your Organisation signs both copies of these Terms and Conditions and any attachments and return one copy to Aiming High for Disabled Children Project Administrator, Department of Children, Young People and Families.....

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