

## LONDON BOROUGH OF BRENT

### STANDARD CONDITIONS OF GRANT AID TO VOLUNTARY ORGANISATIONS

#### 1. DEFINITIONS:

- 1.1 **Organisation** means the person or the voluntary Organisation to whom grant aid is awarded by the London Borough of Brent.
- 1.2 **Grant Aid** means such sum and/or part of sums as may be approved for payment by the London Borough of Brent to the Organisation.
- 1.3 **The Council** means the Council of the London Borough of Brent.
- 1.4 **The Head of Youth and Voluntary Support** means the officer appointed by the Council as the head of the Youth and Voluntary Sector Support Unit
- 1.5 **Executive** means the member body within the Council which approves the payment of Grant Aid to the organisation.
- 1.6 **Executive Member** means any member of the Organisation's management committee who holds the position of Chair, Secretary or Treasurer of that Committee.
- 1.7 **Executive Report** means the report to the Executive of the Council recommending the approval of Grant Aid to an Organisation.
- 1.8 **Guidance Note** means the Guidance Notes on Standard Conditions of Grant Aid for Voluntary Organisations for the time being in force.

#### 2. PART A General Conditions

This part of the Conditions applies to all Organisations in receipt of Grant Aid.

- 2.1 These Conditions must be read in conjunction with the Guidance Notes.
- 2.2 The Organisation shall use Grant Aid wholly and exclusively for the purposes specified by the Executive, and for the benefit of the inhabitants of London Borough of Brent. Where grant is used for unauthorised purpose the Council reserve the right to recover full or part of the grant awarded.

- 2.3 The Organisation shall keep the Council informed of all matters relating to the need for and the use of Grant Aid and in particular shall notify the Council in writing of any changes to the factors that formed the basis on which the grant aid was decided upon.
- 2.4 Where Grant Aid awarded is a contribution towards the costs of agreed activities, the organisation shall take all reasonable steps to seek and obtain from sources other than the Council, funding for the organisation's activities including those which are the subject of the Grant Aid award.
- 2.5 The Organisation shall not promote or oppose any political party or party political causes and shall not use any part of the Grant Aid to engage in party political activity or the furtherance or propagation of a religious faith.
- 2.6 The Organisation shall wherever possible, publicise Council support on all public literature, buildings and vehicles. The provision of Grant Aid shall be acknowledged within its annual report and accounts.
- 2.7 The Organisation shall submit an adopted constitution or its equivalent and an equal opportunities policy, the provisions of which need to be acceptable to the Head of Voluntary Sector Unit as advised by the Council Legal Services.
- 2.8 The Organisation shall satisfy the Head of Youth and Voluntary Support as advised by the Council's Legal Services that the activities to be carried out with Grant Aid fall within the ambits of the organisation's powers.
- 2.9 The Organisation shall have a properly constituted management committee, which meets regularly, and not less than four times a year. The Organisation shall hold an annual general meeting and must inform the Council in writing of any changes to its management structure. It shall provide the Council within 10 working days with the names and addresses of the Chair, Secretary, Treasurer and other members of the management committee.
- 2.10 No Executive Members shall take up employment with the organisation within two years after his/her resignation
- 2.11 Where Grant Aid is approved for up to one year, this shall be limited to the maximum amount agreed in the Executive Report(s) and shall not imply any commitment or agreement by the Council to provide Grant Aid to the organisation for more than that year or for any further period.
- 2.12 Where Grant Aid is approved by the Council for more than one year it shall be limited to the amount specified in the Executive Report(s) and shall not imply any commitment to provide grant aid for a longer period than specified in the Executive Report.

- 2.13 Without prejudice to paragraph 2.14 below, the Grant Aid shall not be released in the second subsequent years following the year in respect of which it is first awarded unless and until the Council, having received a monitoring report from the Head of Voluntary Service Unit that he/she is satisfied that the organisation has complied with the undertaking and agreement referred to in paragraph 3.1 below.
- 2.14 The Council will review the award of Grant Aid on an annual basis. The Council reserves the right to decide that Grant Aid should not be paid in the second or subsequent years notwithstanding any provision in the original Executive Report to the contrary.

### **3. PART B**

This part of the Standard Conditions of Grant Aid applies to all funded Organisations and must be complied with before the first quarter grant is paid.

#### **3.1 Written Undertaking and Agreement**

- 3.1.1 The Organisation shall complete and submit to the Council, a written undertaking and agreement to comply with these Standard Conditions of Grant Aid and any additional conditions which may be imposed by the Council in respect of the grant aid in question. Two Executive Members shall duly sign this written undertaking and agreement on behalf of the Organisation within three months of notification of the Grant Aid awarded.
- 3.1.2 Where the Grant Aid is not claimed by the end of September and/or no written undertaking and agreement is received by the Head of Youth and Voluntary Support, the Grant Aid shall be withdrawn and reallocated to other Organisations
- 3.1.3 The Organisation shall satisfy the Head of Head of Youth and Voluntary Support as advised by the Council's Legal Services as necessary that the activities to be carried out with Council's Grant aid fall within the ambit of the organisation's constitutional power.

#### **3.2 Budget**

- 3.2.1 The Organisation shall submit to the Council a full income and expenditure budget for the year in which Grant Aid is expected. This budget shall include all income from other sources and associated running expenditure.

### **3.3 Previous Year's Audited/Certified Accounts**

- 3.3.1 Before any payment of Grant Aid is made the Organisation shall submit to the Council a full set of audited/certified accounts for the previous financial year, signed by two Executive Members of whom one shall be the Treasurer. NB this condition is not applicable where the Organisation has supplied these documents to the Council when the application for Grant Aid was made or in compliance with paragraph 4.3 below in respect of a previous year's Grant Aid.

### **3.4 Salaries**

- 3.4.1 Before any part of the Grant Aid relating to salaries is paid, the Organisation shall submit to the Council detailed job descriptions for the funded post(s), all relevant details relating to the employment of persons in the funded post(s). These details shall include name, starting date, salary and grade and such other details as the Council may request.

## **4. PART C**

All Council Grant Aided Organisations must comply with the following conditions and terms where they are applicable before the third quarter's Grants Aid are released.

### **4.1 Six month report**

- 4.1.1 The Organisation shall, not less frequently than every six month after payment of Grant Aid, submit detailed written reports on the activities of the organisation in particular, those activities in respect of which the Grant Aid monies are used. Such reports shall include relevant statistics on numbers of persons assisted by the Organisation or who have used the Organisation's services and details of all steps taken to obtain funding from other sources for the Organisation's activities.

### **4.2 Revised Budget**

- 4.2.1 All Grant Aided Organisations shall submit a revised income and expenditure statement by 15 October in each year. This revised income and expenditure statement shall show six months actual income and expenditure in each year to 30 September in that year and estimated income and expenditure for the following six months to 31 March on the form provided.

### **4.3 Audited / Certified Accounts**

- 4.3.1 All Organisations receiving Grant Aid from the Council shall submit statements of accounts to the Council as specified below:

4.3.2 All Organisations with gross income of less than £20,000 per annum shall submit to the Head of Youth and Voluntary Support as soon as possible and in any event not later than at least within six months after the end of the financial year in respect of which the Grant Aid is received or expended a set of accounts of the Organisation certified by an independent examiner for that financial year. Two Executive Members shall sign the accounts, one of whom shall be the Treasurer of the Organisation.

4.3.3 All Organisations with gross income of £20,000 and over per annum shall submit to the Head of Youth and Voluntary Support within six months of the end of each financial year, externally and independently audited accounts for the financial year of the Organisation during which any Grant Aid is received (or expended). It shall further provide him/her on request with such information regarding the Organisation's activities as he/she may reasonably require to satisfy him/her as to the manner in which the Grant Aid or any part of the Grant Aid has been used.

#### **4.4 Equipment, Furniture, Vehicles, Computers, Training and Premises costs (Accommodation, Support & Training Grants)**

4.4.1 Organisations in receipt of Grant Aid for equipment, furniture, vehicles, computers and premises costs shall produce receipted invoice(s) before payment of Grant Aid is made. Where the Organisation has insufficient funds, the Council may pay the supplier(s) direct on the Organisation's behalf at the Organisation's written request.

4.4.2 The Organisation shall keep and maintain an inventory of all assets purchased with the Council's grant monies. This inventory shall include a brief description of the asset, serial number, date of purchase and on any sale, date and income received on such sale.

4.4.3 The Organisation shall not dispose of any item of equipment or furniture etc., purchased with Grant Aid monies without the prior written consent of the Council.

4.4.4 Where the above items are disposed of, the Organisation shall repay of the Council forthwith, on demand, such part of the Grant Aid as the Council may determine. Such sum shall not exceed the sum which the Head of Youth and Voluntary Support considers to be equivalent to the market value of the items at the time of disposal.

#### **4.5 Insurance**

4.5.1 The Organisation shall take out insurance policies to cover all risks, but not limited as appropriate:

- i) Public and employer's liabilities
- ii) Fire and other risks to the property
- iii) Risks arising from the use of Vehicles and
- iv) Theft or damages to property and its contents;

And shall produce evidence of such insurance to the Council if so require.

4.5.2 The Council accepts no liability whatsoever to the Organisation or to any third party for any costs, claims, damages or losses however they are incurred. An Organisation shall not be or be deemed to be, an agent of the Council and shall not hold itself out to any third party as such.

#### **4.6 Dissolution**

4.6.1 In the event that the Organisation is dissolved or, being a limited company, goes into liquidation, any of its assets which have been bought with Grant Aid monies and/or any unexpended Grant Aid monies shall be returned to the Council. Unless the Council agrees otherwise such agreement to be on terms decided by the Council.

4.6.2 No further Grant Aid shall be payable to the organisation with effect from the date upon which the dissolution/liquidation occurred.

#### **4.7 Payment Methods**

Grant Aid shall be paid in four equal instalments quarterly in April, July, October and January respectively as specified in the guidance note except that Grant Aid of up to £500 shall be paid in two equal half yearly instalments April and October.