



Grant Agreement with HIWCF

The Hampshire and Isle of Wight Community Foundation (HIWCF) strives to be an approachable funder. We encourage all groups to contact us with any questions that they have about their grant. We manage a range of funds that all have different criteria, and we will always be happy to talk you through the specifics of the fund related to your grant.

We distribute around £2million a year and pledge to allocate this responsibly on behalf of our donors. We therefore have some core rules you need to follow when managing your grant from HIWCF; please carefully read through these. We are here to help if anything is unclear.

The formal part: You are asked to read and accept the following terms and conditions. The submission of your application form requires you to accept these as standard terms and conditions for any grant that is made to you as a result of your application for funding. Please note that you may also be required to fulfil other specific requirements when you are offered a grant; we will always make these clear in your 'grant offer letter'.

Grant-Making Overview:

- We reserve the right to withhold a grant or require repayment of a grant in part or in full if:
 - We find that false information has been supplied in your application.
 - There is any evidence of fraud, bribery or corruption relating to your application.
 - The grant is not spent on the purposes specified in your 'grant offer letter'.
 - Your organisation closes.
- We do not commit to renew or continue financial support to you after the funding period outlined in your 'grant offer letter' has ended.

Fund Use:

- *Overspend:* The grant specified in the 'grant offer letter' is the total amount of grant that HIWCF will pay. This amount will **not** be increased as a result of any overspend.
- *Underspend:* If any part of the grant remains unspent by the end-date specified in the 'grant offer letter', you should ensure that unspent funds are returned to HIWCF within four weeks of this date. Please do contact us as soon as you think an underspend may occur.
- *Overrun:* The grant should be spent by the end-date specified in your 'grant offer letter', unless otherwise agreed with HIWCF in advance, in writing.
- *Change of use:* Any change in grant use will require advance, written approval from HIWCF (and will be based on our consideration of our core criteria and the programme criteria).
- *Profiteering:* You agree that you will not accept duplicate funding for any areas covered by the work set out in your 'grant offer letter'. If you plan to sell any assets funded by the grant within five years of the grant award, please contact HIWCF. In this case, you may be required to return some of the grant.
- *Overpayment:* You should promptly notify and repay to HIWCF any money incorrectly paid to you.



Good Practice:

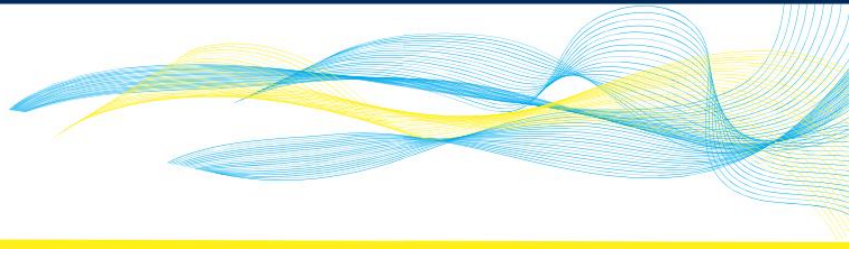
- You agree that your organisation will fully comply with all laws and legal requirements applicable to you including but not limited to: anti-corruption, anti-bribery, equality laws and regulations, planning, licensing, employment, health and safety, and data protection.
- You acknowledge that you are responsible for any liability that may arise from work funded by the grant. By accepting a grant, you indemnify HIWCF (our staff and trustees) in terms of any claims/ liabilities that arise from grant delivery.
- You confirm that you have all necessary safeguarding policies in place and will act in accordance with such policies at all times. You are committed to safe recruitment, selection and vetting and carry out appropriate checks on all members of staff, volunteers, trustees, and others involved with your organisation.
- You confirm that you have all necessary policies and procedures in place around equity, diversity, and inclusion.

Monitoring/ Reporting:

- You should refer to guidance for individual grant funds around reporting requirements.
 - All grants require completion of a 'Feedback and Learning Form' within four weeks of the end-date specified in your 'grant offer letter'.
 - Multi-year grants require adequate end of year reports to release scheduled grant instalments.
 - Some funders may place additional reporting requirements that you will be advised of in your 'grant offer letter'.
- You will keep accurate and up-to-date records of how your grant has been spent and have these available for reporting purposes.
- You must show the grant as 'restricted funds' in your accounts.
- We reserve the right to visit to see the work funded by HIWCF or to discuss the delivery of funded activity. All due regard for beneficiary / client privacy will be taken.

Promotion:

- You will be willing - where appropriate - to take part in any publicity activities led by HIWCF or the funder. You will acknowledge HIWCF and your donor fund when promoting the grant.
- We ask that you acknowledge the support of HIWCF by adding the HIWCF logo to your organisation's website and other promotional materials. Please contact us to obtain the correct version of the HIWCF logo for your use and the accompanying logo-guidance.



Notifying Us:

- You must notify us promptly of any 'serious incident' occurring in respect of the grant so that HIWCF is able to meet its obligations in respect of reporting serious incidents to the Charity Commission.
- You must advise HIWCF immediately if there are significant changes affecting the delivery of your project.
- You will notify HIWCF immediately if there are significant changes to your organisation.

Declaration:

By submitting this application form you accept the terms and conditions within this Grant Agreement. Your obligations under the Grant Agreement are legally binding. Please ensure you have kept relevant copies of this paperwork. If you are awarded a grant, you will be re-issued with a copy of these terms and conditions.

NOTES: Grant applicants will only be able to submit their application once they have and ticked the application form to agree to this Grant Agreement. HIWCF will note the Grant Agreement as dated and active from the day that your bid is submitted.

Version dated: 16/3/23