

Please ask for: Grants Administrator
E-mail: communitygrants@scotborders.gov.uk
Reference Number: CF2122/XXX/XX

Date: XX XXX 2021

ContactName
GroupName

Dear ContactFirstName,

LOCALITYNAME COMMUNITY FUND 2021-22 – GRANT OFFER LETTER

Ref No. CF2122/XXX/XX Application Name: GroupName

I am pleased to inform you that your application to the above fund has been successful and your group has been awarded a grant of £0.00.

Each grant application has its own unique reference number. Your unique reference number for this grant is shown above. Please use this reference on all correspondence to avoid any delays in processing.

Accepting this Offer

Please read this letter and all its attachments carefully paying particular attention to the Terms and Conditions attached to the offer.

If you accept the offer and agree to meet all relevant Terms and Conditions, **please return one full signed copy of this offer letter within 3 weeks** of the date shown above. Please note that your Chair, Vice-Chair, Secretary or Treasurer should sign the letter.

You must not detach the Terms and Conditions from the signed offer letter that you return to us. They are part of the contract between us.

Terms and Conditions

We can only pay you the grant if your organisation accepts our Terms and Conditions. Our standard Terms and Conditions are attached to this letter. Please read them carefully. They help us make sure that the money is spent correctly and meets our evaluation and monitoring requirements.

Additionally, LOCALITYNAME Area Partnership may apply some additional Terms and Conditions to specific grants. Any additional Terms and Conditions for your grant are listed below.

Additional Terms and Conditions

- Scottish Government coronavirus (COVID-19) guidance must be adhered to with a protocol for safe participation in the programme and use of resources developed, and all participants agreeing to adhere to this protocol

By accepting our Terms and Conditions you also agree to meet our evaluation and monitoring requirements as detailed below.

You will be requested to evaluate the impact of your project either on conclusion or a year after receipt of your grant funding, whichever comes first. We expect evaluation data to be proportionate to the level of the grant received.

A Grant Evaluation Form is enclosed to help structure your response, feel free to append additional information which supports the achievements of your project.

We recommend GroupName consider the following measures to help them evaluate impact:

- Bullet Point 1
- Bullet Point 2
- Bullet Point 3
- Bullet Point 4

At the assessment stage your project was identified as meeting the Community Fund outcome(s) identified below, we therefore expect reporting and information to focus on evidencing this change:

(DELETE BULLET POINTS BELOW AS NECESSARY)

- Communities have more access to better quality local services or activities (including arts, music, heritage or sports activities)
- Communities have more access to a better quality environment (including the built environment)
- Communities have more pride in their community
- Communities have more access to better quality advice and information
- More local groups or services are better supported to recover from financial difficulty

How to claim your grant

You can claim your grant by returning **one full signed copy of the offer letter** to the Communities & Partnership Team at **communitygrants@scotborders.gov.uk**. For payment to be made directly into the group's bank account via BACS, this agreement needs to have been established previously by signing and returning the relevant paperwork. Please advise us if your bank details have changed since any previous grant as failure to do so may result in a delay to the payment being made. If we do not have an agreement in place to pay you via BACS, payment will be sent by cheque to the address on the bank statement you have provided along with a BACS form for you to complete and return to our finance team.

If you have any questions about this offer, it's Terms and Conditions, the evaluation requirements or are unable to return your award letter electronically, please contact the Communities & Partnership Team as soon as possible.

I wish you every success and look forward to hearing from you shortly.

Yours sincerely,

INSERT OFFICER NAME HERE

LOCALITYNAME COMMUNITY FUND 2021-22

GroupName

I am authorised on behalf of the organisation named above to accept this offer of grant on the Terms and Conditions stated.

Name _____

Position in Organisation _____

Signature _____

Date _____

Please Note: All publicity and marketing materials produced in relation to the project should acknowledge funding received from Scottish Borders Council's Community Fund and display the SBC logo where appropriate.

SCOTTISH BORDERS COUNCIL COMMUNITY FUND

STANDARD TERMS AND CONDITIONS OF GRANT

The Scottish Borders Council's Community Fund is funded by Scottish Borders Council. Scottish Borders Council administers the Scheme.

Our standard Terms and Conditions apply to all grants that we make. Additional Terms and Conditions may apply to your grant. These will be listed in your offer letter.

1. The grant will be used for exactly the purpose set out in your application form.
2. No major changes will be made to the grant without first receiving agreement, in writing, from Scottish Borders Council.
3. Any equipment or other assets purchased by the grant will not be disposed of without agreement, in writing, from Scottish Borders Council.
4. The grant will not be used to pay for any goods or services ordered or paid for before approval.
5. No changes will be made to the sections of your constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving agreement, in writing, from Scottish Borders Council.
6. Any changes to bank or building society accounts should be notified, in writing, to Scottish Borders Council.
7. Acknowledgement of the grant will be given in your annual report, Chair or Secretary's reports at your AGM, the accounts which cover the period of the grant and in all publicity material produced. The publicity material should also include the Scottish Borders Council logo
8. The Scottish Borders Council Community Fund can use your name (and the name of your project) in its own publicity materials.
9. The grant will be spent within 12 months of the date of acceptance of the grant.
10. If any part of the grant is not spent within 12 months of the date of acceptance of the grant, any unspent amount will be returned to Scottish Borders Council.
11. The success of the grant will be monitored and a Grant Evaluation Form will be sent to Scottish Borders Council within one month of the date of completion. Receipted invoices will be attached to the Grant Evaluation Form.
12. As part of the Grant Evaluation you will be asked back to the Area Partnership to share the impact of your project with the Area Partnership, either after the project has finished or after a 12 month period (whichever comes first).
13. The grant will not be increased if your project becomes overspent.
14. All financial records and accounts, including receipts for items bought with the grant, will be kept for at least two years.
15. The grant will be repaid to Scottish Borders Council in the following circumstances:
 - If the terms of this contract are not kept.
 - If the application form is found to have been completed dishonestly or the supporting documents give false or misleading information.
 - If equal opportunities practice is not followed when employing people, recruiting new members or in providing services.
 - If any member of your governing body, staff or volunteers act dishonestly or negligently in their duties during the grant period.
 - If the project is not completed within 12 months of the date of acceptance of the offer.
 - If your organisation dissolves, become insolvent, goes into administration, receivership or liquidation.
16. If your organisation closes down, you will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council.
17. Your group shall comply with all relevant legislation that affects the way you carry out your project.
18. Your group must ensure that any contractors used to erect/carry out work must be able to demonstrate they are suitably qualified and adequately insured particularly in relation to public liability.
19. These Terms and Conditions will apply until the whole grant is spent and until Scottish Borders Council has received and approved the Grant Evaluation Form and receipts. If any equipment or asset has been purchased with the grant these Terms and Conditions will apply until the end of the normal working life of the asset.