

Community Council Fund 2011/2 Conditions of Funding

Before payment can be released, you need to be able to confirm that you agree to and can meet all conditions below. This means that our funding offer is conditional on the Community Council Development Officer being satisfied with the documentation received as instructed in the acceptance letter. *(Remember keep a copy of all the documents for your own record keeping.)*

So, to speed up payment procedures, please read the information below and overleaf carefully, sign and post it together with the other requested documentation at your earliest convenience to;

Mark Whitehouse
Community Council Development Officer
Borough & Bankside and Walworth

Correspondence Address:

Southwark Council, Communities, Law and Governance, Community Engagement
P.O. Box 64529 London SE1P 5LX

The Activity

1. I confirm that:

- A. The money will be used only for the purposes for which it was applied.
- B. The activity can and will be delivered by the 31 March 2012.
- C. If we spend less than the allocated amount for the activity, we will immediately inform the Community Council Development Officer - and repay the unused money.

2. I understand that, before any payment can be made, I need to provide the Community Council Development Officer with satisfactory evidence that my organisation has active and adequate safeguarding and health and safety policies.

I am aware that, if the above is not adhered to, then the funding will not be released.

3. I will also undertake to:

- A. Obtain the appropriate and relevant licences and insurance for the activity.
- B. Ensure that adequate precautions are taken to protect the health and safety of the people working at and attending the activity.
- C. Ensure that adequate safeguarding procedures are taken in the delivery of this activity.
- D. Consider how to get more people involved in the activity and make it as accessible to as many different people as possible.

Monitoring and Evaluation

4. I agree that within a month of the activity taking place, I will send the Community Council Development Officer the enclosed completed monitoring and evaluation report which will include clear written financial and other records including final original receipts for every item spent however small, including transport, childcare, food, photos, flyers, films, which will prove that the event has taken place and show how the money has been spent and the results of this activity. I will also send photos of the activity and allow said officer reasonable access to our records for this purpose, which may include a visit.

Publicity

5. I will acknowledge the support of Southwark Council and use the Community Council logo attached - wherever appropriate, in all the activity publicity, annual reports, accounts, presentations, websites, DVD's, CD's and any relevant publications or activity related products.

6. I will also

- Inform the local councillors of the activity and invite them to it.
- Inform the Community Council Development Officer of the activity and invite them to it.
- Accept that the officer might want to publicise the activity/event to a wider audience and may require a photographer to be present.
- Obtain written photographic and film consent from participants (and in the case of children under 16, from their parents and or guardians) when taking pictures and/or films
- Agree to being invited to future community council meetings to talk about the project.

Finance

7. I understand that payment will only be made when the Community Council Development Officer receives and is satisfied with the following documents;

- 1) The organisation's constitution.
- 2) An invoice – which includes the organisation's bank details - which should be sent as soon as possible and should definitely reach the Funder by not later than the 31 December 2011.
- 3) The signed Conditions of funding form.
- 4) A confirmation form signed by a local organisation agreeing to administer the funds on our behalf (in the case of not having a bank account).

8. I also understand that the Funder reserves the right to withdraw, reduce, vary or withhold the funding, in whole or in part if the Funder has reasonable ground for believing that:

- 1) Funds, if released, would not be applied for the specific purpose for which the funding was made.
- 2) The conditions above are not being adhered to.
- 3) The law is not being complied with.

Please sign below and post this sheet together with all relevant paper work to the Community Council Development officer at the address above.

I have read the above conditions and agree to comply with all of them.

Full Name:

Signature:

Date:

Organisation/Group Name:

Full Address:

Tel:

Email:

Name of Funded Activity:

Remember that payment cannot be issued before the community council development worker receives and is satisfied with this signed form and all other requested documentations.