



VERA BAIRD_{QC}
POLICE & CRIME COMMISSIONER

Commissioner's Community Fund

Terms and Conditions

Conditions of Award

The following conditions apply to all submitted bids.

- Groups applying must be constituted or working towards being constituted and have a bank account in their own name.
- Projects must provide any additional information requested.
- Projects must not replace other funding streams from partnership organisations.
- Funding for any ongoing revenue implication has been secured and that a full maintenance plan has been submitted, where necessary.
- Consultation with relevant partners has been carried out.
- The Police and Crime Commissioner's (PCC) decision is final.
- Projects agree to provide feedback to the PCC and complete the evaluation forms sent out by the Commissioner on project outcomes.

Guidelines for applicants

- Grants awarded must only be used for the purposes stated in the application form.
- The grant must be spent by 31st March 2014.
- Any overspend on project costs must be met by the applicant.
- Documentation and receipts should be made available if requested.
- If the grant award is used to work with children and young people, the organisation or group will be asked to agree to undertake any CRB checks required by the relevant school or community organisation and provide them with evidence of compliance as required.
- Organisations/Groups may be asked to produce copies of their child and vulnerable adult protection policies where appropriate.
- If any part of the funding awarded remains unused following the grant period the PCC may require this to be refunded.
- The grant will not be awarded for evaluations of other projects.

- The funding awarded cannot be used to pay for goods or services that have been bought or ordered before the date of the Agreement, or for any outstanding debts for which the organisation is liable.
- The Grant Award will be inclusive of VAT (where applicable).
- If the organisation/group uses the funding awarded to support employee costs under no circumstances is the PCC responsible for that employee.
- The organisation/group must inform the PCC immediately if there are any changes made to their organisation constitution that changes it from the information included in the original application.
- The PCC requires all organisation/groups to comply with the following requirements:
 - Comply with any legislation relevant to the organisations/groups responsibilities under this Agreement including its role as an Employer where relevant; this includes the statutory obligation of the Office of the Police and Crime Commissioner (OPCC) as a public authority to disclose certain information requested under the Freedom of Information Act 2000 subject to certain exemptions, whereby information regarding your application may require disclosure;
 - Acknowledge the funding awarded in their annual report to the AGM, and in any accounts covering the award period. If requested the organisation/group will also be required to provide the PCC with copies of annual reports and accounts;
 - As part of their application, applicants agree to any publicity of their project deemed necessary by the OPCC;
 - During the award period an OPCC Officer may make a monitoring visit at any time. The Organisation/group will need to demonstrate that they are complying with the terms and conditions and that the Grant Award is being used for the activities stated in this Agreement;
 - Follow equal opportunities practice in employing people, recruiting new members and providing services;
 - Provide adequate insurance cover for any liabilities incurred by the Organisation and by the PCC as a result of a breach of this Agreement by the Organisation;
 - Agree to complete and return the monitoring and evaluation form sent out by the Commissioner at the end of the award period; and
 - Agree to return independently and competently verified accounts that detail how it has used the funding award at the end of the funding award.
- Keep records and original documents for a period of 2 years following final payment.
- Allow for audit purposes access to all records and documents relating to the award of funding.
- The PCC has the right to terminate the Agreement immediately and/or withhold the funding award and/or require the Organisation/group refund the funding award in any of the following circumstances;
 - The organisation/group has not complied with the terms and conditions;
 - The information supplied on the original Application or supporting information was not correct; and
 - The organisation/group closes down, ceases to operate, or becomes insolvent; the project is incomplete or the organisation/group does not comply with the monitoring requirements.