

# SMALL GRANTS SCHEME

## TERMS AND CONDITIONS OF GRANT



Congratulations on being awarded a grant!

Charity Link administers these grant funds on behalf of three local charitable trusts. We need to ensure that grant funds are allocated in accordance with the governing documents of the Trusts and for exclusively charitable purposes.

This document lists our standard Terms and Conditions of Grant. **If, on receipt of this document, you are aware that you are not able to comply with these Terms and Conditions, then you must return your grant in full to Charity Link within 1 month of receipt.**

In addition, we may impose additional Conditions of Grant. These will be specified in your grant letter.

Please don't hesitate to contact us with any queries about the Terms and Conditions:

Katie Scranage, Trust Administrator

Charity Link, 20a Millstone Lane, Leicester, LE1 5JN

Email: [katie.scranage@charity-link.org](mailto:katie.scranage@charity-link.org) Tel: 0116 222 2200

### Standard Terms and Conditions

1. Your grant should only be spent on the activities outlined in your application. If your letter of grant specifies that the grant is to be used towards specific elements of what you applied for, then you must use the grant only for those items.
2. If you wish to alter what the grant can be spent on, you may submit a request to change the purpose of the grant. Please suspend all expenditure of the grant until you receive our reply.
3. If you do not spend all of the grant on the items specified by the time you complete your project (or at the end of your financial year, if your grant was towards running costs) then you must return any unspent amount to Charity Link within 3 months of the end of your project/financial year.
4. If your project does not proceed then you must return the grant in full within 6 months of the date of your grant offer letter.

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## **CHARITY LINK SMALL GRANTS SCHEME**

### **TERMS & CONDITIONS OF GRANT *continued***

5. In some cases, payment of your grant may be withheld until additional conditions (specified within your letter of grant) have been met. In this case, the conditions must be met to our satisfaction within 6 months of the date of your letter of grant, or your grant will be withdrawn. In exceptional cases, you may apply for an extension for a further 6 months. Any grants not claimed within 1 year of the letter of grant will automatically be withdrawn.
6. If your project is terminated, or if your organisation becomes insolvent or ceases operation, then you should return any unspent amount to Charity Link within 3 months of activity ceasing.
7. The grant can only be used by your organisation. It cannot be passed on to another organisation, or to an individual. If your organisation merges with another during the course of your project, then please contact us.
8. You must inform us of any change to the contact details for your organisation or project during the course of the activities funded by the grant.
9. We reserve the right to audit a small number of grants each year to ensure that grants have been spent in accordance with your application, your letter of grant, and the Terms and Conditions.
10. Failure to adhere to these Terms and Conditions will result in no further grants being available to your organisation from the Small Grants Scheme.