



Company Number 348907
A Company Limited by Guarantee
Registered in Scotland

BCIC TERMS & CONDITIONS OF GRANT

Please read these conditions of your grant carefully as they form a contract between your organisation and the Barrhill Community interest Company.

You must sign both copies of the Grant Offer Letter with the Standard Terms and Conditions attached and return one to the BCIC.

Please note that both the Main Contact for the project and an Office Bearer from your organisation (as specified on the application form) must sign and date them. The other copy should be kept by your organisation.

Please do not detach the Grant Offer Letter from the signed Standard Terms and Conditions of Grant when returning your acceptance of the grant to the BCIC.

To be completed by the BCIC

Grant Reference Number		
Name of Organisation		
Funding Source		
Grant Amount		
Additional Conditions	Yes	No

1. Purpose of grant:

2. Specific information as required by the BCIC and agreed with the applicant before funding can be released.

3. Any services purchased are procured in an open manner with three quotes for any spend over £500.
4. You will be required to complete an End of Year / End of Project Monitoring form. This should be returned to the BCIC within four weeks of the end of your grant funded period or each project year.
5. The BCIC may send you additional interim monitoring forms, or request updates on a more frequent basis. Completed monitoring forms or information requested should be returned within 4 weeks.
6. The grant is offered subject to satisfactory progress and achievements against any plans set out in your application or agreed with the BCIC during assessment. We will review the reports you provide on your project and may supplement them with monitoring visits or request additional information. The BCIC reserves the right to share monitoring information with any third-party donor who has provided the funds for your grant. If the BCIC or a third-party donor is not satisfied with the information provided or feels that the project is failing to make satisfactory progress towards any targets and milestones set out in your application, we may withdraw your grant and cease to make further payments. We will always endeavour to work with you to address any problems before this happens and it is important that you tell us immediately of any problems or challenges. If we do withdraw your grant, we will set out our reasons in writing.
7. If there is a capital element to your grant you will also have been sent a Capital Expenditure Claim Form. This should be completed and returned to the BCIC together with copies of relevant invoices/receipts/certificates once the capital work is completed. Payment of capital grant amounts will be dependent on satisfactory completion of this Claim form. The BCIC will make payments in instalments where the work will be undertaken in stages and where this is helpful. If payments are to be made in instalments this will be set out in a payment schedule to be agreed with the BCIC Chair following return of your signed grant contract.
8. For building or construction-related capital projects you must also provide:
 - Copies of architect's certificates (if applicable)
 - Copies of bills for work carried out if an architect's certificate is not necessary
 - Copies of any tendering documentation applicable and an explanation of the process for awarding the contract(s)
 - Copies of planning permission granted or building regulations approval (where applicable)
 - Photographs of building before work in progress and the building upon completion.
9. You should acknowledge the BCIC and ScottishPower Renewables on any materials or in any publicity associated with your grant-funded project.
10. The BCIC will be sent two copies of any literature/materials produced with this grant award.
11. Your project must be completed by the date specified the grant offer letter unless an extension is agreed with the BCIC.
12. The grant must not be used for any work other than that outlined in the application without the written agreement of the BCIC.

13. If all or part of the grant is not used for the reasons specified and/or by a date specified in the grant offer letter, any outstanding amounts, or if any element of the grant is misused, the full amount of the grant awarded, must be paid back to the BCIC unless an extension is agreed.
14. You must ensure that any work undertaken with this grant fully complies with any relevant legislation or good practice guidelines.
15. If any assets are purchased with grant funding, and if all or part of the grant is not used for the reasons specified, and/or by a date specified in the grant offer letter, the assets must be given back to the BCIC in a good working condition.
16. Any assets bought with the grant cannot be sold, disposed of, or given away to any other group or individual within the appropriate financial life of the asset or within a ten-year period (whichever is the longer) without the prior approval in writing of the BCIC.
17. If any asset is purchased using a grant it must never be sold to the financial gain of an individual or individual(s).
18. The grant recipient must show the grant income as restricted in its accounts and include a note showing that the grant is provided by the BCIC.
19. A copy of the latest set of audited or examined accounts should be submitted within nine months of the organisation's accounting year-end and sent to the BCIC for each year in which grant payments have been received.
20. The BCIC reserves the right to use any photographs or details of the project in any future literature and/or promotions. The grant recipient needs to ensure that written consent for publication has been given by everyone depicted in photographs of the project which are submitted as part of the monitoring information, or explicitly state where this is not the case.
21. You will comply with any reasonable request by the BCIC and Scottish Power to visit your project. The BCIC and ScottishPower Renewables will also be notified and invited to attend any promotional or public launch pertaining to this award.
22. The BCIC will be notified if this grant award was used to attract other matched funding.
23. The BCIC, its donors and supporters, will, under no circumstances, be liable for any damage, injury or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.
24. This grant was awarded on the basis of information supplied to the BCIC at the time of application. If any of this information is subsequently found to be misleading, inaccurate, or false then the grant must be paid back to the BCIC in full.
25. The funds to award your grant are provided to the BCIC by ScottishPower Renewables who have signed an agreement with the BCIC committing to the provision of the necessary funds. In the exceptional circumstance where the BCIC defaults on that agreement while some or all your grant remains unpaid the BCIC will make every effort to ensure your grant is paid. However, the BCIC will not be bound to make further grant payments in this instance.
26. You must select below whether you wish to be paid by cheque or by BACS. If you opt to receive payment via cheque you must submit an original hard copy bank statement in the name of your organisation or the individual to whom the cheque is being made payable. If an individual, then proof of their position within your organisation must also be submitted. If you opt to receive payment by BACS the same requirements apply. Submissions to be made to the BCIC alongside this returned grant contract.
27. Please pay my grant award by (*tick one*):

Cheque	<input type="checkbox"/>	BACS Transfer	<input type="checkbox"/>
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Declaration and Signatures

We (**Name of Organisation**) agree to the conditions of acceptance detailed above and acknowledge the offer of a grant from **Barrhill Community Interest Company**.

(Please sign and return one copy of this Terms and Conditions of Grant with the Grant Offer Letter attached, to the address shown below).

Signature of main contact (as stated in the application form):

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Name (please print):.....

Position within the organisation:

Date:.....

Signature of Office Bearer (this should be the Chair, Vice Chair, Treasurer or Secretary):

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Name (please print):.....

Position within the organisation:

Home Address (including postcode):

.....

Date:.....

Return documents to:

Barrhill Community Interest Company, Barrhill Memorial Hall, Main Street, Barrhill KA26 0PP