

ISLINGTON COMMUNITY CHEST

TERMS AND CONDITIONS OF GRANT

The Islington Community Chest makes grants for a wide range of activities. The following conditions are intended to:

- ensure that grants are spent for the purposes for which they are given;
  - make certain that the fund is informed promptly of any significant changes in schemes being supported;
  - ensure that the fund receives a proper account of the outcome of the scheme.
1. Grants must be used solely for the purposes set out in the application and approved by Islington Community Chest Panel. If grant holders wish to make any substantial changes to their use of grants, they should seek the Fund's permission before doing so.
  2. All organisations must keep full financial records and these must be made available for inspection by the Fund at any reasonable time.
  3. The Fund reserves the right to claim back any grant which has not been used for the purposes given.
  4. Where the Fund's grant covers the employment of staff, organisations must ensure that a job description is drawn up, the post is advertised and workers have contracts of employment. Staff should be recruited in line with good employment practice.
  5. The Grant must be spent as soon as possible but in any case within 12 months of receipt.
  6. **A completed grant monitoring form (enclosed) must be submitted to the Fund by..... A financial breakdown of how the grant was spent and copies of receipts must be included.**
  8. The Fund may withdraw funding if organisations fail to comply with its terms and conditions.

I accept the offer of the grant and agree to abide by its terms & conditions

Name of Organisation:.....

Signed:.....Status:.....

Date:.....