

## Grant Agreement

Date of Agreement: **22<sup>nd</sup> July 2025**

Grant Recipient: **Plaistow and Ifold Parish  
Council**

If you are receiving this agreement, it means you have been successful in your recent application for Grants funding from Chichester District Council. Please read this carefully, as we are asking you to sign and return this Agreement before we consider our Grant award “confirmed”. This agreement lists a number of conditions which you are committing to work to – if you cannot commit to, or do not honour these conditions, then our offer of grant may be withdrawn, or we may seek the return of Council funds from your project. It will also put you in dispute with the Council, which may prevent you from applying for future grants, or accessing other services. If you need clarification or have any questions about the Agreement please contact your Funding Adviser. To accept the grant offer, an appropriately authorised person should sign and return this Agreement on behalf of the Grant Recipient.

The Grants and Concessions Panel, in consideration of your application, has decided to offer a grant award of £765 as a contribution towards identified costs to provide seating and bin provision for Ifold Play Area.

We (meaning the Grant Recipient) understand and agree to:

- We will use the grant only for the purposes outlined in our application date 28<sup>th</sup> June 2025. We have been asked by the Council to only use the money for the purposes set out in the application form and have been asked to provide evidence of spend (receipts/paid invoices) in order to claim funds.
- We will spend the grant within 12 months of this agreement. If we do not spend the entire grant within this period, we will promptly return the unspent monies to the Council, unless an extension has been agreed by the Panel (this must be agreed no later than the Panel meeting preceding the anniversary of this agreement).
- We will not make any major change to the project without first receiving the Council’s agreement in writing. If we are unsure if a change is considered major, we will check with the Council’s Funding Adviser before proceeding.
- We have provided payment details at the end of this form. Where the grant is paid in instalments, or subject to conditions that delay the release of funds, we will inform the Council of any future changes to our bank/building society account.

- If we obtain funding from a different source for the purpose set out in our application (that the Council's money was to be used for), we will inform the Council immediately. We understand that we may need to repay all or part of the award in these circumstances.
- We understand that the Council will not increase the grant if the costs of the project increase, or we overspend. If we have been offered a grant for a pilot project, or for recurring costs, we understand that the Council is unlikely to approve a similar request/s in subsequent years.
- We will comply with any relevant legislation (including regulations relating to COVID-19 safe operation) affecting the way we carry out our project.
- We accept that, in funding the activities identified in the application form, the Council has no liability in respect of services provided to, or equipment used by attendees/beneficiaries.
- If our work includes children, young people or adults who might be considered vulnerable, we will take all reasonable steps to ensure their safety. We are committed to the principles of Safeguarding and confirm that we have (Please tick boxes as appropriate):

☐

A safeguarding Policy or other statement of commitment

☐

Appropriate arrangements for the recruitment, checking and supervision of staff, committee or board members, volunteers or helpers involved in the delivery of the project (including contingency arrangements)

☐

Guidance or training for staff, committee or board members, volunteers and helpers on their responsibilities for safeguarding

☐

A process for risk assessments of the project and safe methods of work in respect of safeguarding issues.

☐

Recording and reporting processes for safeguarding concerns

☐

Mechanisms for managing any complaint or allegation against staff, volunteers, and helpers including the identification of an independent person to whom complaints from participants can be addressed.

- We will acknowledge the Council's grant in our Annual Report, Treasurer's report at our AGM, our accounts which cover the period of receipt and in any printed materials we produce about the project.
- In addition to our legal responsibilities for record keeping, we will keep all financial records and accounts, including paid invoices relating to the project and receipts for items bought with the grant, for at least two years following receipt of the grant. We will make those available to the Council on request.
- We will monitor progress of the project against the outcomes described in our application and provide a written report within a year of receiving the grant, or at the end of the project (if later than a year, with the agreement of the Council).
- We understand that this funding is not indicative of the likely success of any future funding application.

I confirm that the Grant Recipient has authorised me to sign this agreement on their behalf, and agrees to the conditions outlined above.

Name:

Signed:

Date:

Position in organisation:

## Payment Details

If you have previously received a grant from Chichester District Council, we will make payment to the bank details previously provided. If you have not received a grant from us before, or your bank details have changed since the last payment, please complete the "Creditor Account Form" on our website:

<https://www.chichester.gov.uk/payingoursuppliers>

Please return the signed and completed Grant Agreement to your Funding Adviser; scanned copies can be emailed to your Funding Adviser, hard copies can be posted to:

Emma Bishop  
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East Pallant House  
1 East Pallant  
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