

Grant Agreement

Date of Agreement: **27th March 2025**

Grant Recipient (Organisation): **Plaistow and Ifold Parish Council**

If you are receiving this agreement, it means you have been successful in your recent application for Grant 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are committing to work to – if you cannot commit to, or do not honour these conditions, then our offer of grant may be withdrawn, or we may seek the return of Council funds from your project.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 £9,000 as a contribution towards the purchase and installation of the pre-school play equipment as described in the application form.

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

- We will use the grant only for the purposes outlined in our application date 7th February 2025, and in response to questions by email.
- We will spend the grant within 12 months of this agreement, understand we must provide evidence of spend in order to claim funds.
- If we do not spend the equivalent of the entire grant within this period, we understand that we cannot claim the full amount, 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 as detailed 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 District Council has no liability in respect of services provided to, or equipment used by attendees/beneficiaries.
- 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:

Your payment details will need to be uploaded by yourself to the Chichester district website. The link to do this is [Creditor account form: Chichester District Council](#). Please note that you are a 'Refund or grant payee' and the council email to complete on the authorisation page is slee@chichester.gov.uk. Please also note you have to upload your bank details on a letter head as part of completing this process

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:

Sam Lee
Chichester District Council,
East Pallant House
1 East Pallant
Chichester. PO19 1TY