

### Conditions of Grant

1. The main purpose of the provision of grants is on transformation and on developing ways of working which provide long-term sustainable solutions for the future
2. Organisations who are entitled to apply for assistance must have a constitution or articles of association, bank account in the name of the organisation and keep up to date financial information covering a complete financial year
3. The Trust would expect organisations in receipt of grant aid to develop best practice in equal opportunities and fully comply with the spirit of all appropriate legislation. Officers will be able to assist groups in drawing up an equal opportunities policy
4. Only schemes or projects that are under the complete control of the applicant are eligible for funding. Grant aid will not be available for projects controlled by organisations other than the applicant. Organisations cannot apply for funds on behalf of another organisation
5. The grant will not be used for purposes other than those detailed in the application except where written approval of the Trust has been given
6. Organisations may not dispose of any equipment purchased using grant aid without the prior agreement of the Trust
7. All monitoring reports are submitted as per agreed schedule, including all financial reports and previous years audited accounts
8. Equipment, buildings, events that the Trust has granted funding for must be fully insured by the organisation (equipment – for full replacement value if damaged or destroyed). Public liability should be in place for all organisations.
9. North Ayrshire Venture Trust should be acknowledged in any publicity material produced by the applicant relating to the grant received. For a copy of the Trust's logo, please contact NAVT staff.
10. Applicants should ensure that all necessary discussions and consultations with other agencies and organisations have taken place, e.g. local enterprise companies, health boards, local landowners etc.
11. Applicants will be expected to make a contribution from their resources towards the cost of any project.
12. If an organisation that has received a grant is disbanded then any goods, equipment or facilities purchased from that grant will revert to the Trust. If the goods, equipment or facilities have been lost, stolen or damaged and not replaced, then all monies obtained from their insurance will revert to the Trust

### Financial Conditions

1. If the project is one that involves and is dependent on contributions from a number of bodies, the Trust will require to be satisfied that all match funding is in place before payment of grant will be made. The applicant will be required to satisfy the Trust that they have the means to meet the total costs of the project.
2. The Trust will encourage applicants to explore the potential of securing other sources of finance in addition to any grant the Trust may award and will provide advice and support in this respect.
3. All financial records in connection with any project that receives funding from the Trust must be available for inspection if required by an officer of the Trust or by the Trust's auditors.
4. It shall be a condition of the grant that monies must be expended within the period (not exceeding three years) from the date of approval, unless the nature of the project or other circumstances warrant payment over a longer period. Applicants should specifically request an extension of the period at the stage of accepting the conditions of grant and should indicate the reasons for that request. No guarantee can be given that any request for extension of the period will be granted.
5. If the costs actually incurred in any project are less than the amount approved, the remainder of the grant must be returned to the Trust unless otherwise agreed.
6. Only the Trust's proportion of total actual expenditure incurred will be paid, even although this may be less than the amount of grant originally approved. If actual expenditure exceeds the amount of grant, only the amount approved will be paid.
7. All invoices and receipts shall be retained for inspection by the Monitoring Officer, and the Trust's external auditor for the duration of the project or at least five years, whichever is the longer. The organisation shall also take account of the need to keep records for certain prescribed periods required by other agencies, such as HM Revenue & Customs, European Commission, etc.

### Land or Building Conditions

All necessary planning permissions, building warrants and other permissions should be obtained prior to the application being submitted. Where a project involves improvement of premises or requires possession of land, the applicant will require to be the owner or tenant (on a lease of 5 years or more) of the premises or land before a grant will be released. Applicants will require to ensure that they meet all statutory requirements.