

## **Community Regeneration Fund Terms & Conditions**

### **Claiming the Grant**

All claims for grant awarded are paid in arrears. Original invoices must be provided, supported by payment details (cheque number, amount paid, date paid) or a receipt for payments made by methods other than cheques.

All payments will be made to the grant applicant – no payments can be made to a third party such as a builder, contractor or supplier.

Please be aware that it is possible to submit staged payments for any grant award, or quarterly claims for salaries (for example). Claims will still need to be supported by the evidence described previously.

Claims where all the supporting documentation is in order are normally processed and paid within 7-10 days of receipt.

Petty Cash should only be used as a last resort. If petty cash is used, the required evidence will include a cash book, receipts (showing items purchased) and bank statements for the petty cash withdrawals and reimbursement to the cash book.

In exceptional cases where organisations do not have the necessary funds to pay invoices and reclaim the expenditure from us, other payment terms can be negotiated. Each request for alternative payment terms will be dealt with on a case by case basis.

### **In-kind and cash match funding requirements**

Evidence must be provided of all cash match funding secured for the project. This could include copies of letters from other grant awarding bodies, statements from organisations confirming their financial contribution and statements from an authorised signatory from your own organisation confirming the funding is available and has been set aside for this purpose.

### **Cost Increases**

We are not obliged to pay any additional grant should the cost of the project increases. The grant scheme will not support any ongoing revenue consequences of a capital scheme.

### **Procurement**

The following procurement procedures must be adopted according to the estimated value (including VAT) of the project at the pre-tender stage. Your decision on which quote or tender to accept must demonstrate best value and you must keep adequate records that support your decision. You will need to send this information in advance of submitting any claims.

<b>Total Project Cost</b>	<b>Tender Action Required</b>
Up to £10,000	Minimum of two written quotes
£10,001 up to £50,000	Minimum of three written quotes
£50,001 and over	Normally 4 to 6 formal competitive tenders invited

### **Non Take-up of Grant**

We must be notified within three months of the specified commencement date, if the total or part of the grant offered will not be taken up.

### **Outstanding Statutory Procedures**

The grant award is conditional on the provision, where appropriate, of confirmation that all outstanding statutory procedures (e.g. planning permission, building regulations) have been completed, or that they will be completed in time to allow the grant to be drawn down.

### **Withholding and/or Repayment of Funding**

We will withhold any or all of the funding and/or require all or part of the funding to be repaid if we consider that you have:

- a) Provided information in your funding application or in subsequent or supporting correspondence that is found to be substantially incorrect or incomplete
- b) Used funding awarded for purposes other than those described in your grant application, unless you inform us in writing in advance of these changes and have received permission from us
- c) Not informed us of a change that we consider to be substantial in the nature, scale of costs or timing of your project, or if there has been a change in any of the factors on which the original funding was calculated
- d) Not made satisfactory progress towards the completion of your project, or your project is not completed within one year of the commencement date contained in your offer letter
- e) Not made satisfactory progress towards meeting the project outputs detailed in your grant application
- f) Failed to take sufficient measures to investigate and resolve any irregularities with your project
- g) Not complied with any part of these terms & conditions

Any over-payment of funding must be repaid to Caerphilly County Borough Council on demand, or if you become aware that funding has been overpaid, whichever occurs first.

### **Repayment on Disposal of Grant-Aided Assets**

If within 5 years of the grant funding, an asset acquired with the assistance of a capital grant is sold, the grant is repayable in full. Disposal can only proceed after we give approval.

## **Repayment of Grant on Change of Use**

The grant will be repayable, in whole or in part, should the grant not be used for the stated purpose and/or where the capital asset ceases to be used for the approved purpose.

## **Revenue Funding**

Revenue grants can be offered at up to 80% of total project costs for one year. Where the grant is for revenue and is to be used to fund the employment of staff, you must be able to demonstrate an awareness of employment law and have clear arrangements for the processing of salaries and other expenses. Additionally, you must make appropriate arrangements for the funding of the staff posts after the grant period has expired.

## **Insurance**

We are not in any way liable for any claim involving property or activities for which assistance has been provided in whole or in part; responsibility for any such contingencies lies entirely with your organisation and you should be covered by satisfactory insurance policies for all eventualities.

## **Publicity**

Publicity shall include formal and informal announcements, press and journal articles, press releases, media interview (television and radio) and official launches and openings. Publications (such as booklets, leaflets and newsletters) and posters should include the Caerphilly County Borough Council logo.

Any information event including conferences, seminars, fairs and exhibitions supported by the grant scheme should display the Caerphilly County Borough Council logo in a prominent place (e.g. display/banner stands and literature and any other publicity material used).

## **Welsh Language**

In accordance with the Council's Welsh Language Policy, you must provide appropriate bilingual services to the public where appropriate.

## **Contact**

For more information or if you have any queries, please contact Vicki Doyle, Advisory Services, Caerphilly County Borough Council, Tredomen Business & Technology Centre, Tredomen Park, Ystrad Mynach, Hengoed, CF82 7FN. Tel: 01443 866391 or e-mail [doylevm@caerphilly.gov.uk](mailto:doylevm@caerphilly.gov.uk)