

Bransholme Trust and Starter Grants Agreement



Hull CVS
'community and voluntary services'



This is a copy of the agreement every group signs when they receive either a **Bransholme Trust** grant or a **Starter Grant**. The parts written in **green** will be specific to your group and your grant, and are inserted into the copy you sign when your group is awarded a grant. If you lose yours, please contact the Grants Administrator on 01482 324474 or email grants@hullcvs.org.uk right away.

helping you make a difference

Bransholme Trust or Starter Grant Agreement

What the grant can be used for

A grant of £ <the amount of your grant is inserted here> has been awarded to <the name of your group is inserted here> to pay for <this says what you can spend your grant on> subject to the following conditions.

The grant may only be spent on the purpose (above) for which it has been awarded and must not be spent on anything else without first asking for approval from Hull CVS.

What the grant cannot be used for

The grant must not under any circumstances be spent on:

- anything that is in any way warlike,
- promotion of religion,
- anything political,
- animal welfare.
- Items that the group bought before the grant was awarded.

The grant must not be passed on or donated to another group or organisation.

What the group must do when it has received its grant

A year after the grant is awarded, the group must fill in a follow up report form that Hull CVS will send them, asking for information about how the group has spent the grant, and how people have benefited from it.

Hull CVS may require that receipts or other evidence are provided to show how the grant has been used. If the group is unable to provide this information, then it may have to repay the grant.

Hull CVS has the name of <the name of the person who applied is inserted here> as the group member responsible for this grant. You must inform Hull CVS if you leave the group and give us the contact details of someone else in the group who will take responsibility for this grant. Unless you inform us of any changes, you will continue to be held responsible for this grant and how it is spent.

What might happen if the group does not follow this agreement

The group will be required to repay the grant, or some of the grant, to Hull CVS if;

- The group is not able to spend it in the way agreed (above)
- The group spends any or all of the grant on anything other than what is agreed (above)
- The group cannot provide the information requested in its follow up report
- The group closes before the grant is spent

(if the group has spent some of the grant on the purpose agreed (above), only any money left over would have to be returned)

What Hull CVS will do when the group has received its grant

Hull CVS holds on a database contact details of the person responsible for this grant until the follow up report is satisfactorily completed. After then, any personal details are removed from the data base. Application forms are kept for six years and then shredded.

Information about the group and the grant it has been awarded (but not personal details of any member of the group) may be shared with the Sir James Reckitt Charity and the Hull and East Riding Charity if they request it.

Hull CVS will offer information and guidance to the group if needed, to help it spend this grant.

Hull CVS can also offer information and guidance generally to the group if needed, to help it run effectively and find and apply for other grants.

I have read and understand the conditions of the Bransholme Trust/ Starter Grant awarded to <the name of your group is inserted here> and I agree to follow them.

Signed	
	<the name of the person who applied goes here>
Position in group	
For	<the name of your group goes here>
Date	



Other factsheets you may find useful:

Bransholme Trust Application Pack
Starter Grants Application Pack
Starter Grants Information for Development
Workers
Statement of Income and Expenditure



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