



COVID-19 CHARITY FUNDING

Part 4 – Terms and Conditions

Warwick Town Council is offering funding to Charities who support Warwick residents and can evidence a clear need for financial support, due to COVID-19, and demonstrate it contributes towards the vision and aims of the Town Council.

We ask you to agree to the following terms and conditions at the time of making your application to us. Please sign below and send a copy with your completed application.

- 1) Receipt of the grant will be acknowledged by you and confirmation made by letter that the money has or will be spent on the purpose approved by Warwick Town Council.
- 2) A representative from your charity will attend our Annual Town Meeting to present on how this funding has improved the services you offer to Warwick Residents
- 3) In accepting our grant, you are confirming that your donation will not be used to fund the employment of an external fundraising agent.
- 4) You will not make any change to the proposal without our prior agreement
- 5) You will immediately inform us of any change impacting on your charity's governance, including any serious safeguarding or financial issues.
- 6) You will keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts and submit these to us if requested
- 7) Any part of the grant that is not required for the purpose approved or not spent within the agreed timescale will be refunded to us
- 8) We reserve the right to withhold a grant or require repayment if we find that any form of deliberately false or misleading information was provided.
- 9) Any assets of value purchased with the aid of a grant should be retained and used for the agreed purpose. If used for another purpose or disposed of, this must be reported to us and we reserve the right to require repayment of the value of the asset of the transfer of it to another charity
- 10) We reserve the right to make public the name of your charity and you agree that we may publicise details of our grant offer and use any of your own material in doing so.

I confirm all the information given on this application form is correct and I have the authority to make the application on behalf of the registered Charity.

Signed:.....

Print Name:.....

Position / Job Title:.....

For and on behalf of (Charity name):.....

Date:.....