

# OCF Grants – Terms and Conditions

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If you, as an authorised representative of an applicant organisation, accept a grant from the Oxfordshire Community Foundation it will be on the understanding that you have agreed the following general terms and conditions:

## Use of money

1. The grant will be spent on the purpose identified in your application and approved by OCF.
2. All grant funds provided by OCF must be used solely for charitable purposes.
3. The grant will not be paid until you have submitted:
  - your bank details form and a copy of a bank statement/letter no older than three months
  - a Signed copy of your Child Protection Policy and/or Vulnerable Adults Policy (if applicable)
  - the most recent signed annual report and accounts (if applicable) or proof of income and expenditure covering the most recent 12-month period
  - your organisation's signed set of rules, terms of reference or constitution and contact details for all trustees and/or management committee members, with cheque/bank signatories identified.
4. The official start date of the grant is the date at which the payment is received and any costs that you have incurred for the project before that date for activities specified in the application must not be reimbursed by the OCF grant.
5. You will inform us of any material change to the project/proposal for which you seek funding or your organisation, even if you have not yet drawn down the funding.
  - Material change shall include, for example, any significant change to your grant's expenditure, your grant's outcomes, to the staff identified for the project for which funding is sought or to the senior management of the organisation, any serious financial or governance issue facing your organisation or any safeguarding issue with your organisation. If you are not sure whether the issue or change which has arisen is a material change, please speak with the OCF Grants team to ensure that there is no possible misunderstanding.
6. You will inform us of any serious incident report your organisation makes to the Charity Commission during the lifetime of our grant or any serious incidents that meet this threshold if you are not regulated by the Charity Commission.
7. You will participate in monitoring, auditing and evaluation relating to this grant, as detailed on the OCF website.
8. You will submit an End of Grant Report providing the information requested by OCF.
9. You will keep accurate and comprehensive financial records of the spending associated with our funding and submit these with your progress report at the end of each agreed reporting period.
10. We reserve the right to visit you to see the work funded during the life of our funding.

11. Any part of the grant that is not required for the purpose approved will be refunded to us.

12. We reserve the right to withhold a grant or require repayment if:

- We find that any false information is supplied to OCF deliberately
- The work undertaken is not the work for which the funding was approved and where we have not approved these changes
- Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose.
- Material changes affecting either the grant, organisation or its staff are not reported to us or are deemed by us to prejudice the successful outcome of the grant.

## **Confidentiality**

13. We reserve the right to make public the name of your organisation and the broad nature of our offer, but we won't disclose the detail except in confidence to our advisers and as required by law and/or by regulators (e.g. Charity Commission)

14. We might use personal information provided by you in order to conduct appropriate identity checks. Personal information you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information

## **Data protection**

15. We will use the information you give us during the application process and during the lifetime of any funding for administration, analysis and research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

We will sometimes add additional conditions to an individual grant to take account of particular circumstances. These will be included in the grant offer letter or e-mail.

