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UK Government



UKSPF Low Carbon Community and Culture Project

Applicant Terms and Conditions

If you are successful in receiving a grant, the following terms and conditions will apply to the offer. You should read them carefully and make sure you agree to all of them.

1. About the grant

- 1.1 Your organisation can apply up to the maximum grant value of £20,000 excluding VAT. The maximum project value is £20,000.
- 1.2 You must enter into a contract with your supplier(s) within one month of the date of the offer of grant. After one month we reserve the right to withdraw the offer and reallocate the funding.
- 1.3 You should not enter into contracts, commitments or expenditure prior to receiving a formal offer of grant. Anything you commit to spend before the date of your grant offer letter cannot be claimed back.
- 1.4 Tenant Organisations: You must have the permission of your landlord if the proposed project should affect the premises in any way.

2 Payment of grant

- 2.1 Payment of grant will be paid in arrears directly to your organisation and you will be required to supply your bank details.
- 2.2 On completion of your project you must send a copy of the supplier's fully itemised invoice and evidence that the invoice has been paid in full (bank statement entry).
- 2.3 If your organisation is VAT registered then claims must not include VAT. You will need to pay your supplier directly for any VAT charged.
- 2.4 The grant is offered at an agreed contribution rate (%). To note when submitting your claim:
 - 2.4.1 if the actual cost is less than £20,000 you can only claim grant to the value of the amount defrayed.
 - 2.4.2 if the actual total project cost exceeds the quote you will be responsible for paying the difference to the supplier. We are only committed to pay out grant up to a maximum of the value stated in the grant offer letter.
 - 2.4.3 **The total project cost must not exceed £24,999.** For example, if your application was for £19,500 and the actual cost at the point of purchase was £25,500, you cannot simply pay the difference as this is not in line with the scope of the UKSPF Low Carbon Community and Culture Project. The £24,999 value is the maximum for single tender procurement and any spend above £24,999 would be outside the procurement thresholds and make the total cost ineligible under this scheme.
- 2.5 The UKSPF Low Carbon Community and Culture programme cannot pay for any cancellation charges incurred either for early termination of an existing contract or for cancellation charges associated with a supplier quote that you choose not to accept.



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3 Grant application

- 3.1 You are responsible for providing all the information requested in the application form LCCC3.
- 3.2 The funding shall solely be used on the agreed project costs as set out in in the application form LCCC3. You must obtain the written agreement of South Yorkshire Community Foundation if you wish to change or amend the agreed project costs.
- 3.3 **This grant is considered a financial aid to your organisation under the Subsidy Control framework. You should expect to receive a letter from Sheffield City Council providing further detail on the subsidy received.**
- 3.4 If required to do so you must provide evidence of your status as an organisation. Documentation we will accept includes: VAT registration; Charity Registration: HMRC notification; sole trader UTR number; certification of incorporation (Limited Companies); organisation bank account statement issued within the last three months; non-domestic rates reference. Other documentation, such as organisation -related utility bills, may be acceptable in special conditions if combined with other documentation.
- 3.5 Information submitted on the application form will be shared with other associated organisations for the purposes of processing the application. You will have the right to request to see this information under data protection laws.

4 General conditions

- 4.1 South Yorkshire Community Foundation is not liable in any way for incomplete, false or misleading information given by applicants or suppliers. Where incomplete, false or misleading information is given, the UKSPF Low Carbon Community and Culture programme reserves the right to either decline the application or reclaim the grant in full.
- 4.2 South Yorkshire Community Foundation reserve the right to discontinue or otherwise vary the terms of the scheme in any way without further notice.
- 4.3 South Yorkshire Community Foundation does not endorse any particular supplier or service/product and you should undertake all normal checks to satisfy yourself of the standing of the supplier and suitability of the service/product before placing an order directly with the supplier of your choice.
- 4.4 South Yorkshire Community Foundation accepts no liability for any work undertaken.