Standard conditions of grant offer

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londoncf.org.uk

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The following conditions are applied to all offers of a grant. You need to be able to confirm that your organisation can meet all conditions before your grant can be paid.

1. The grant will be used only for the charitable purposes for which it was made, as set out in the letter sent with these Conditions.

2. You are able to proceed with the activities as approved and have sufficient funding available from all sources to complete the activities set out in your application.

3. You are able to meet all conditions and take up the grant within one month of the date on which the offer was made, otherwise The London Community Foundation (LCF) reserves the right to withdraw permanently the offer of the grant.

4. The grant will be deposited upon receipt in your organisation's bank account and that two unrelated signatures are required for all withdrawals from this account. If another organisation is accepting this grant on your behalf, they will need to comply with this condition.

5. Where the grant is a contribution towards part or all of the cost of a salaried post, LCF must be provided with a job description, confirmation of the post being filled and a starting date. If the grant is for continuation funding for part or all of the cost of a post, the Foundation must be provided with a job description and confirmation that the post is filled. No grant will be paid prior to receipt of this information. Any appointment made to a post funded in whole or in part with the Foundation's grant must comply with all relevant employment legislation. Payment of the grant is only made on the condition that the post remains filled. LCF must be informed of any staff changes in regard to the post funded by the Foundation.

6. If, during the process of making this application, or while the grant is current, your organisation is successful in securing funds for the same or a related purpose either in whole or in part from another source, LCF must be informed immediately.

7. Organisations must inform LCF of any underspend in a grant.

8. Organisations must keep clear financial and other records that can demonstrate how the grant is spent and the achievements arising from this. A copy of your Annual Accounts covering the period(s) during which the grant was used must be sent to the Foundation.

9. Organisations agree to provide information for the purpose of monitoring and evaluating the use of the grant and allow the Foundation's representatives reasonable access to your records for this purpose – this may include a visit.

10. LCF expects organisations to acknowledge the support of "The London Community Foundation" wherever appropriate including any relevant publications or literature produced by your organisation. Organisations must acknowledge the support of "The London Community Foundation" in their Annual Report for the financial year(s) in which the grant was used. Logos can be found on our grants microsite www.londoncf.org.uk/grants for use in your publicity.

11. The London Community Foundation reserves the right to withdraw, reduce, vary, reclaim or withhold the grant, in whole or in part:

    (a) In the event of any failure to comply with the above conditions

    (b) In the event that funds are used for purposes that are purely political or religious, or divert funding to support the above.

    (c) If, as a result of any changes in your organisation or any other applicable circumstance the Foundation has reasonable grounds for believing that further funds if released would not be applied for the specific purpose for which the grant was made, or where the Foundation believes that the Conditions above are not being adhered to, or where the law is not being complied with.

**The London
Community
Foundation**