



Early Years and Extended Schools Service Grant for Quality and Access for All Young Children

TERMS AND CONDITIONS

We understand and agree that:

1. Payment of the grant will be made in two stages. The first payment (up to 50% of the grant) will be made following the signing and return of this form to City of York Council Early Years and Extended School Service (referred to as 'you' in the rest of these terms and conditions). The second payment will be made following receipt of our final invoice and a satisfactory report on the purchase or project by your Development Officer.
2. We will submit the following reports and information to you:
 - (a) A progress report within two months of receipt of the first payment
 - (b) An end of project report within one month of completion of the purchase or project

In the case of a single purchase or a small project completed within two months of receipt of the first payment, we need only submit an end of project report. We will also supply you the results of surveys and other monitoring of client satisfaction that we carry out after the receipt of the grant.
3. We will provide you, upon request, with evidence of payments made with grant funding. (e.g. receipts, invoices.)
4. Your Development Officer will make regular contact with us, in person and by phone to monitor completion of the purchase or project and its impact on the quality experiences for young children.
5. The grant must be used exclusively for the purposes stated in the application. No change may be made without your prior written approval.
6. We shall not sell or dispose of any equipment or other asset purchased with the grant without your prior written approval. If we are given permission to sell or dispose of equipment or assets, you may require us to pay to you the whole of the proceeds of sale or in the case of a jointly funded purchase or project a share of the proceeds of sale in direct proportion to the share of the purchase or project cost originally met by the grant.
7. We will show the grant separately in our annual accounts as a restricted fund and will not include it under general funds.
8. We will acknowledge the grant in our annual reports, our Chair's or Secretary's reports at our AGM, the accounts which cover the period of the grant and in any publicity materials we produce about the work supported by the grant. We will supply copies of these documents to you on request.
9. You may use our name, and the name of our project in its own publicity materials and we will inform you, of where confidentiality is a particular issue.
10. If we do not spend the entire grant within one year of receipt of the first payment we will promptly return the unspent amount to you.
11. The grant will not be increased in the event of any overspend.

12. We will keep all financial records and accounts, including receipts for items purchased with the grant, for at least two years from receipt of the second instalment of the grant. We will make these available to you on request. We understand that this does not release us from our statutory obligations to keep records for longer periods.
13. You have the right to withhold payment or request repayment for items purchased with the grant, or any part of it, at your discretion in the following circumstances:
 - a) If there is any breach of this contract.
 - b) If the application was made dishonestly or with incorrect or misleading information.
 - c) If we do not take steps to ensure equal opportunities in our employment practices, membership and delivery of services.
 - d) If any member of our governing body, staff or volunteers have acted dishonestly or negligently in respect of the work for us at any time during the grant.
 - e) If we fail to complete the work for which funding has been given within one year of the receipt of the funds
 - f) If we cease to operate, are dissolved or insolvent, or are put into administration, receivership or liquidation (sequestration), or an arrangement is made with our creditors.
14. If our organisation is dissolved we will propose a solution relating to the disposal of equipment or assets to the fund, subject to their consent.

Signed:

Date:

Name:

Organisation:

BANK DETAILS:

Name of account:

Name and address of bank:

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Sort Code:..... Account number.....