



west midlands
police and crime
commissioner

**OFFICE OF THE POLICE AND CRIME
COMMISSIONER WEST MIDLANDS**

Active Citizens Fund

GRANT CONDITIONS

Reference Number:

1. Introduction

1.1 The purpose of this document is to set out the arrangements for the funding provided by the Police and Crime Commissioner for the West Midlands (PCC) to **Name of Organisation** for the **Name of project**.

1.2 In these grant conditions:-

- the “Recipient” herewith referred to as the “Recipient”.
- the “Grant” refers to the grant of £xxxx payable to the recipient under the terms of this grant agreement.

2. Statutory basis for payment of grants

2.1 The grant will be paid to the recipient and they will be responsible for ensuring that the grant is expended and accounted for in accordance with recognised accounting practice, the recipients own Standing Orders and Financial Regulations and Legal and Statutory requirements.

2.2 The recipient will receive a grant which will be paid by the PCC to the recipient in accordance with the payment schedule agreed in the application form.

2.3 A review of the project will take place at the end of the stipulated period (6 or 12 months) and monitoring information must be provided as part of that evaluation process.

3. Purposes & uses of the grant

3.1 The grant is provided solely for the purposes detailed in the proposal submitted by the applicant and must not be used for any other purposes.

3.2 Funding should not be used to make payments to the committee of the organisation / group unless this is essential to the success of the project and pre-agreed by West Midlands Police partnership team.

4. Reporting & accounting arrangements

4.1 The recipient will be expected to exercise appropriate budgetary and other controls to ensure the grant is spent only for the purpose intended and that expenditure does not exceed the allocation.

4.2 Recipients will be required to complete an Expenditure Monitoring Form at the conclusion of the project. This should be submitted to the Police and Crime Commissioner’s office together with copies of all invoices, receipts and accounting records.

4.3 All invoices, receipts, accounting records and other documents relating to the grant must be retained for at least six years after completion of the activity funded and must be made available at any reasonable time for inspection by officials of the PCC, including the PCC’s Internal Audit, the PCC’s External Auditor or those acting on their behalf.

4.4 Failure to comply with any of these conditions may result in a request for return of the grant and future funding being withheld or withdrawn.

5. Publicity/Branding

- 5.1 Publicly available material relating to projects and activity supported by this funding should include acknowledgement of funding from the West Midlands Police and Crime Commissioner.
- 5.2 This should include use of the PCC's logo, for example on promotional literature, public reports, signage, presentations, websites and vehicles. The Police and Crime Commissioner should be invited to significant events relating to projects and activity supported by the PCC's funding.
- 5.3 By accepting funding from the Police and Crime Commissioner and signing this form you are entering an agreement with the Commissioner that the Commissioner may use information about your project for publicity purposes. This may include information on the Commissioner's website, inclusion in reports, media releases and other publicity events or materials. Information includes:
- details about your project which you provided in the application form or the monitoring information you provide;
 - the names of the project leaders and other details such as the purpose, location and the outcomes of the project; and
 - photographs of your project.

6. Consultation and Engagement

- 6.1 The OPCC wants to ensure that communities have the opportunity to feedback on the services that they receive. Please ensure that service users have the opportunity to comment on the services.

7. Value for Money

- 7.1 It will be the responsibility of the recipient to ensure that the grant funding is administered carefully and economically to avoid extravagance and waste and to obtain value for money.

8. Payment Arrangements

- 8.1 The funds totalling £xxxxxx (*amount in words*) will be transferred in a single payment.

9. Safeguarding

- 9.1 Any organisation / project working with children and/or vulnerable people, in receipt of Active Citizen funding is responsible for ensuring that appropriate safeguarding measures are in place.

10. Acceptance of these Grant Conditions

- 10.1 Please confirm that these terms and conditions are acceptable by signing a copy of this grant conditions' document, and returning it, together with a copy of a bank statement to XXXXX, Commissioning Officer at XXXXX

This document should be signed by the senior finance officer of the grant recipient.

ACF ref:

ACCEPTANCE OF GRANT CONDITIONS

If the recipient wishes to accept this offer of funding, please sign two copies of the Grant Agreement in the space indicated below, retain one copy and return the other to the Office of the Police and Crime Commissioner. No payment will be issued until receipt of the signed Grant Agreement.

I formally agree to abide by the above conditions:

Name of Accountable Body (Recipient)

Signature of the Chief Finance Officer (or equivalent)

Bank details	
Name of Bank:	Address:
Account Number:	
Sort Code:	
Contact details	
Name:	Address:
Phone:	
E-mail:	

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FOR AND ON BEHALF OF PCC's OFFICE

Date received.....

Agreed/Checked by.....

Date.....