# Town Council Grant Terms and Conditions

Applicants are to provide the Council with a written breakdown of how the grant has been spent, and feedback on the success of the project, initiative or event.

This should be provided by completing the attached Post Grant Questionnaire.

The Post Grant Questionnaire should be submitted within one calendar month of the completion of the project, event or initiative so that it can be reported to the next meeting of the Council’s Policy and Resources Committee.

Failure to provide this information may result in the Council requesting repayment of the grant and could affect any future applications for financial assistance.

If you have requested a grant towards a specific item of expenditure, a copy of the final invoice (for which the grant was requested) must accompany the Post Grant Questionnaire.

If the amount requested was towards the cost of a project, event or initiative generally, then a breakdown of expenditure with copies of final invoices must accompany the Post Event Questionnaire.

The grant may only be used for the purpose(s) specified in the Large Grant Application Form and the Council reserves the right to reclaim any grant not being used for the specified purpose of the application.

Grants and donations must be spent within one year of award. Any unspent monies left after this time must be repaid to the Council.

Applicants must inform the Council if the project or event does not take place or is to be postponed and the Council may seek refund of all or part of the grant.

Applicants agree not to dispose of any equipment or other assets purchased using the grant without the prior knowledge of the Town Council and the Council reserves the right to reclaim all or part of the grant in such circumstances.

The applicant agrees to comply with all relevant legislation in carrying out any project, event or activity funded by the grant.

Acknowledgement of the financial support received from the Council is required to be on any promotional material relating to the project, event, or initiative, including in your annual report, accounts, website, social media where possible.

I confirm that I accept will comply with these Grant Terms and Conditions.

Name

Signed …………………………………… Date …………………..

# Post Grant Questionnaire

The completion of this Post Grant Questionnaire is a condition of the approval of your Grant Application.

Please return this questionnaire no later than one month after the completion of your project, event or initiative to Great Aycliffe Town Council, Council Offices, School Aycliffe Lane, Newton Aycliffe DL5 6QF

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| --- | --- |
|  | What was the name of the project or event? |
|  | Please provide a brief summary of the project or event and advise who benefited from the grant? |
|  | Did your project or event go ahead? Yes / No  If no, why not? |
|  | When did the project or event take place? |
|  | How successful was the project or event? (Please circle)  Excellent Good Average Poor  Further Comments |
|  | Please provide a breakdown of how your grant was used:-  **Expenditure Item Amount £**   1. …………………………………………. ………. 2. …………………………………………. ………. 3. …………………………………………. ………. 4. …………………………………………... ………. 5. ………………………………………….. ……….   Please attached copy invoices or receipts for all items of expenditure. |
|  | Is there anything else the Council could have done to assist you? |
|  | Is anything else you wish to add? |
|  | Did you use all of the grant for the purpose for which it was requested?  Yes / No  If No, why not? |

Name

Signed Date