



NEWPORT FESTIVAL 2010

EVENTS AND ACTIVITIES COMMUNITY FUND

Terms & Conditions of Grant

- Any award of grant is at the discretion of Newport City Council and based upon information contained within the application form.
- Your application will be assessed based on the application form and supporting evidence provided at the point of application.
- The grant offer must be linked to a specific project / activity, and should meet at least one of the key criteria of the Grant:
 - Revitalise community participation
 - Improve community relations
 - Enhance local environment, services or other spaces
- Any award of grant will be up to the maximum value of £2,010 per project. Applicants must demonstrate they have additional funding – or application for funding - in place where total project costs exceed this.
- The applicant should not commit to any expenditure on the proposed project before completing and returning signed Terms and Conditions, unless agreed in advance with the Community Grants Officer. Any expenditure committed before this time shall render the offer invalid
- The grant will support specified / agreed expenditure, as provided at the point of application. Any variation must be agreed in advance with the Community Grants Officer.
- Grant offer must be taken up within 6 weeks of written notification of grant approval. The grant offer will be withdrawn after this date, and applicants will be required to resubmit their application.
- Projects must start within 3 months of approval, unless agreed in advance with the Grants Officer. The grant offer will be withdrawn after this date, and applicants will be required to resubmit their application.
- A payment of 50% of grant awarded will be paid upon written take up of grant offer and signed Terms and Conditions. A subsequent payment of 25% will be paid upon receipt of a claim form completed by the applicant, closer to the event. A final claim should be submitted within 4 weeks after end of activity. The final 25% grant **will not** be paid until this claim is satisfactorily submitted and agreed.



- Final payment will be made to the applicant on receipt of relevant invoices supported by demonstrative evidence that the event was carried out in accordance with the grant application. Examples could include photographs, video, media coverage.
- Payment will be made into the account detailed on the application form by BACS transfer. Where this is not possible, sponsors will be paid by cheque.
- Upon completion of the project / activity, sponsors will be required to complete a monitoring and evaluation questionnaire.
- Where the grant is not used for the purposes of the project, the Council reserves the right to reclaim part or all monies directly from the applicant.
- Newport City Council is keen to promote the Newport Festival 2010 and the Community and Events Grants Scheme. By accepting the offer of grant, the applicant is giving agreement for Newport City Council to reproduce any event images and PR for media purposes such as the Council website, Newport Matters and other marketing publications and media.

I agree to the above Terms & Conditions of the Grant;

Name _____

Designation _____

**Authorised Signatory
For Organisation** _____

Organisation _____

Date _____