



Community Empowerment Grant Terms & Conditions

Use of Data

Your organisation unconditionally authorises Falkirk Council to:

- Retain, store, and use the information you give us in your application and future reporting for administration, analysis, research, and promotional purposes.
- Publish details of any financial or non-financial support given to your organisation.
- Pass any details obtained about your organisation through this application or through subsequent assessment procedures to external agencies, including other grant-making bodies.
- Use such information as part of any survey undertaken by Falkirk Council and/or use any such details as part of any press release or publication without the need at any time to obtain the further consent or agreement from your organisation.

Use of funds:

If awarded funding, the grant will be spent only for the purposes described in your application and the grant has been approved by Falkirk Council on the information provided in your application. The funding can only be spent by the organisation to which we awarded funding.

- The grant will not be paid until you have provided the necessary documentation to show the organisation's bank details, i.e., a copy of a bank statement/letter no older than three months, and constitution and proof of registration (if appropriate).
- The grant will not be paid until you have met any other specific conditions of release, as detailed in your award letter.
- The grant period commences upon release of the first payment. Each grant year runs for a period of 12 months from the date of release.
- Any (annual) instalment of the grant must be used within 12 months of release.
- You will provide a progress report as documented/requested in your award letter.

- We reserve the right to contact and/or visit you to see the funded work during the life of the grant.
- You will inform us, in advance where possible, of any significant change to the funded work, proposal or your organisation throughout the grant period (even if you have not yet drawn down the grant). A 'significant change' includes but is not limited to: -
 - A consequential change to your grant's expenditure.
 - Any changes in postholder or to their role/hours/salary costs.
 - Any change in your organisation's legal status or constitution.
 - Any significant operational changes within the organisation that are likely to affect the funded work.
 - Any serious financial or governance issue facing your organisation.
 - Any safeguarding concern raised about your organisation, its staff, or volunteers.
 - Any underspend of our award.

If you are not sure whether you need to let us know about an issue or change within your organisation or the funded work, please contact your Funding Officer or email spf.communities@falkirk.org.uk.

- You will inform us of any notifiable events your organisation makes to OSCR (Scotland) during the lifetime of the grant or any serious incidents that meet this threshold if you are not regulated. A list of such notifiable events is available on OSCR's website [here](#).
- Any underspend of the grant must be declared to us and may be refunded/repaid to Falkirk Council.
- We reserve the right to withhold a grant or require repayment if:
 - You have deliberately falsified information as part of your application or reporting.
 - The work undertaken is not the work for which the funding was approved and where we have not approved these changes.
 - Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been spent on its intended purpose.
- We will sometimes apply additional conditions to an individual grant, and these will be included in your award letter.
- Where the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature to that agreement.

Additional Information - Capacity Building & Support

- For all grant recipients, as a condition of grant, groups should agree to attend at least one capacity building event within three months of grant award. These events could be as simple as a group session working with other like-minded groups to create a work plan, do basic accounts, review existing organisational status or update constitution.
- For organisations with annual incomes of between £0 and < £250,000 there will be a requirement to undertake, in conjunction with Falkirk Council Community Learning Development and/or CVS Falkirk at least one capacity building activity.

- Groups accessing funding to support asset transfer will be required to engage with Falkirk Council Community Learning Development and/or CVS to further enhance learning and understanding of Asset Transfer and organisational capacity building.
- The Start Up grant must be used to support the organisation to become a legally registered entity.

All Grants awarded via the programme should evidence their activities meet the Scottish Government's approach to Fair Work and Net Zero. This will not be achievable for all projects but efforts to work towards these measures will further evidence Falkirk Council's commitment to eradicating poverty and achieving Net Zero.

This will include.

- Appropriate channels for effective voice and employee engagement, such as trade union recognition
- Investment in workforce development
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace.
- No inappropriate use of zero-hours contracts
- Payment of the Real Living Wage
- Flexible and family-friendly practices
- No fire and re-hire policies
- Actions to ensure your business has a credible plan in place to reduce its greenhouse gas emissions to net zero by 2045, at the latest.