



UKSPF Community Empowerment Capital Equipment 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 award letter.
- Any instalment of the grant must be used, and evidenced, within the timeframes specified in your award letter(s).
- The grant period ends **31st January 2025**.

- You will return the fully completed grant monitoring report to Falkirk council no later than **31st January 2025**.
- 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 or funded activity.
 - 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, organisations should agree to participate in at least one capacity building activity with our UKSPF partners during the grant period. These activities could be as simple as a group session working with other like-minded organisations to create a work plan, do basic accounts, review existing organisational status, or to update constitution.

Publicity

- Successful applicants must demonstrate support from Falkirk Council and the UK Government's Shared Prosperity Fund, this includes any publicity such as press releases in relation to the funded project.

For further information please visit the Government website [SPF Branding and Publicity \(opens in a new tab\)](#)

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.