

**LOCAL FESTIVAL GRANTS SCHEME – 2019/20
CHECKLIST**

NAME OF FESTIVAL COMMITTEE _____

Please tick as relevant:

1. A copy of the latest independently approved annual accounts
2. Monitoring form and receipts to support 2018 grant
3. Equalities Assessment
4. Equalities Policy (if your organisation has one)
5. Current Constitution
6. I have read the standard terms and conditions of the grant detailed below

I understand that the purpose of this award is “To reflect the costs of public liability insurance and the costs of public protection measures for festivals with horse cavalcades.”

I wish to claim my Local Festival Grant Scheme award, as agreed by Scottish Borders Council on 28 March 2019, and agree to meet the standard Terms and Conditions of the grant detailed below.

SIGNED (by an officer bearer) _____

On behalf of _____

Date _____

SCOTTISH BORDERS COUNCIL LOCAL FESTIVAL GRANTS

STANDARD TERMS AND CONDITIONS OF GRANT

The Local Festival Grant Scheme is funded by Scottish Borders Council. Scottish Borders Council administers the Scheme.

Our standard Terms and Conditions apply to all grants that we make. Additional Terms and Conditions may apply to your grant. Any additional Terms and Conditions will be notified to you separately.

1. The grant will be used for exactly the purpose set out. That is to contribute towards the cost of public liability insurance and public protection measures for festivals with horse cavalcades.
2. Any equipment or other assets purchased with the grant will not be disposed of without agreement, in writing, from Scottish Borders Council.
3. For any equipment or other assets has purchased with the grant, these Terms and Conditions will apply until the end of the normal working life of the asset
4. No changes will be made to the sections of your constitution which relate to purposes, paying members of the governing body, distributing assets or admitting members without first receiving agreement, in writing, from Scottish Borders Council.
5. Any changes to bank or building society accounts should be notified, in writing, to Scottish Borders Council.
6. **Acknowledgement of the grant will be given in your organisation's annual report, Chair or Secretary's reports at its AGM, the accounts which cover the period of the grant and in all publicity material produced. Any publicity material should also include the Scottish Borders Council logo.**
7. The Scottish Borders Council can use your organisation's name (and the name of your festival) in its own publicity materials.
8. The grant will be spent in the financial year for which it was given.
9. A Monitoring Form will be sent to Scottish Borders Council by 31st March of each year.
10. Relevant evidence of how the grant was spent will be attached to the Monitoring Form.
11. All financial records and accounts, including receipts for items bought with the grant, will be kept by your organisation for at least two years.
12. The grant may be repaid to Scottish Borders Council in the following circumstances:
 - If the terms of this contract are not kept
 - If equalities practice is not followed when employing people, recruiting new members or in providing services
 - If any member of your governing body, staff or volunteers act dishonestly or negligently in their duties during the grant period
 - If your organisation dissolves, become insolvent, goes into administration, receivership or liquidation.
13. If your organisation closes down, you will not dispose of any equipment or asset without first receiving agreement, in writing, from Scottish Borders Council.
14. Your organisation shall comply with all relevant legislation that affects the way it delivers its activities.
15. Your organisation must ensure that any contractors used to erect/carry out work must be able to demonstrate they are suitably qualified and adequately insured particularly in relation to public liability.
16. These Terms and Conditions will apply until the whole grant is spent and until Scottish Borders Council has received and approved the Monitoring Form.