

# Community Environment Fund

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Applicant Information Pack

Delivered as part of the Commonwealth Games Legacy Fund



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# Introduction to Community Environment Fund

## Background

The Community Environment Fund was launched in October 2023 by West Midlands Combined Authority (WMCA).

The Community Environment Fund has £1m of grant funding available from the Government's Commonwealth Games Legacy Enhancement Fund to support communities in delivering initiatives that improve the environment and people's lives.

Approximately 30 small grants of up to £25,000 and 5 large grants of up to £100,000 will be awarded for projects under the following project themes:

- **Natural environment** - to protect, restore and enhance nature and wildlife.
- **Access to green and blue space** - to provide better access to, and improve community use of green and blue space for health and wellbeing – similar to the recent Community Green Grants programme.
- **Climate adaptation** - to make communities more resilient and prepared for the impacts of climate change.
- **Circular economy** - to reduce waste and keep resources and materials in use for as long as possible.
- **Environment awareness** - to improve knowledge of environment issues and support behaviour change.

WMCA has appointed Heart of England Community Foundation (HoECF) to support the delivery of the Community Environment Fund and applications will be made through the [HoECF's](#) website.

## Key dates

- Large projects up to £100,000 must be delivered by **31 December 2024**. It is unlikely that applications for large projects will be accepted after **June 2024** due to delivery timescales.
- Small projects up to £25,000 must be delivered by **February 2025**. It is unlikely that applications for small projects will be accepted after **October 2024**.
- Contact us if you would like to discuss dates relating to your application or project.

## Applicant Eligibility

This fund is for community and voluntary groups, charities and not for profit organisations or a combination of these working in partnership.

### Which types of organisations can apply?

- Registered charities
- Charitable Incorporated Organisation
- Constituted Community groups
- Companies Limited by Guarantee with charitable aims
- Community Interest Companies
- Co-operatives – registered Community Benefit Societies and registered Industrial and Provident Societies
- Social Enterprises

Please note: There is no income cap for applicants.

*Funding to Community Interest Companies and other non-charities may include conditions to restrict funding to charitable objectives only.*

### Where must projects be delivered?

- Birmingham
- Wolverhampton
- Coventry
- Dudley
- Sandwell
- Solihull
- Walsall

### What we will fund (in relation to direct project activity)

- Staff costs - note, we will not fund general ongoing staff costs unrelated to the proposed project.
- Volunteer costs
- Participant costs
- Professional fees may be funded but will need to be proportionate to the size of the project
- Capital costs (please include three quotations for capital items or capital works over £500)
- Cost/hire of equipment directly related to project activity
- Publicity/marketing

### What we won't fund

- Recoverable VAT
- Activities that promote religious beliefs or political views
- Costs already covered through other funding
- Activities that have a negative impact on the local environment
- Costs that have been incurred prior to the grant award
- Schools or colleges (unless the project is freely accessible to the public)
- The cost of buying property or land
- General and major fundraising appeals
- Arts projects with no community or charitable element

- Medical Research
- Animal Welfare
- The replacement of statutory funding
- Retrospective grants
- Contribution to an endowment fund, payment of deficit funding or repayment of loans
- Overseas travel or expeditions
- Funding for projects taking place overseas
- Sponsored or fundraising events or groups raising funds to distribute to other causes
- Contingency or unspecified expenditure

### Who can't apply?

Grants will not normally be made to the following types of organisations:

- Individuals
- Groups that consist of one family
- Profit making organisations
- Political groups
- Projects promoting a political or religious belief
- Organisations / Groups without a business bank account or registered status
- Animal welfare groups
- Sports groups with no community or charitable element
- Public bodies, such as schools and primary care organisations delivering statutory services, unless wider community benefit can be demonstrated.
- Larger or national charities that are based outside the area unless working directly with communities based within the WMCA area specified for the Fund (see above)
- Medical research organisations
- Organisations with substantial reserves.

### Can Community Interest Companies or Social Enterprises apply?

Organisations set up as Community Interest Companies, or as a recognised Social Enterprises (SEs) must demonstrate that they have clear charitable purposes and that their work has a defined social benefit.

This Fund will consider supporting Community Interest Companies (CICs) and other social enterprises, where there is a sound business plan, with the start-up or expansion of charitable work, or the delivery of specific charitable activities.

The Fund would prefer that a SEs, or CICs will have been registered with the appropriate Regulatory Body for twelve months prior to the date of the grant application. It is anticipated that a SE or CIC would have become self-sustaining within four years from incorporation. However, we shall consider applications from those which have been established for a shorter period than this, providing the application is for a new initiative that will develop services for the ultimate benefit of the user group.

This Fund expects that the salaries and benefits of any paid directors are approved by most non-executive directors and are reasonable and proportionate to the work they do and the financial position of the organisation. In addition, the SE or CIC should have an 'asset lock clause' to ensure that funds or assets can only be transferred to an organisation with charitable objects aligned to the applicant.

Your CIC must be set up and registered as such with Companies House, and able to provide a registration number. A copy of the Memorandum and Articles of Association must be supplied with applications.

If a CIC is limited by shares rather than guarantee the company may be eligible providing, they meet other criteria which will include open share distribution from the wider community. We will not fund an organisation where the shares are limited to the Directors or people who are involved/employed with the CIC only.

[Is there a restriction on the size of income or financial reserves of applicant organisations?](#)

Not for this fund, although substantial reserves could make an applicant ineligible.

[Are applicant organisations asked to provide references?](#)

Not for this fund.

[Are applicant organisations asked to provide evidence of insurance?](#)

Organisations do not have to provide evidence of insurance for their activities at the application stage. However, if it is necessary, your organisation must always maintain adequate insurance for its activities and, if asked, must supply copies of insurance cover.

[Do we support the principle of full cost recovery?](#)

We support the principle of full cost recovery and where appropriate applicants can include management costs in their application proportionate to the activity being undertaken.

[Will we award a grant that contributes toward a larger project involving multiple funders?](#)

We will occasionally consider making a small contribution towards a larger project cost, however, our programme will view such applications as a lower priority. You will be required to outline how remaining funds will be secured including what has already been confirmed.

[Can an organisation submit applications to more than one grant programme?](#)

In any one financial year applicants can apply to one or more of the grant programmes run by the Heart of England Community Foundation for which they are eligible. Groups are welcome to apply to more than one grant programme if they have multiple activities, they need funding for, or if they need to apply for more than one aspect of a single activity. However, we discourage the submission of duplicate applications to multiple grant programmes.

To apply for any grant programmes you must not have any overdue monitoring with the Heart of England Community Foundation.

Funds are limited and it is important that the monies are distributed equitably; if you submit multiple applications, you may not receive the outcome you wish for them all. Please only apply for the funds that are most closely aligned with the work of your organisation.

Organisations that have not previously had funding from the Heart of England Community Foundation can only hold a maximum of two applications until satisfactory receipt of monitoring has been received.

[How often can an application be submitted to any one grant programme?](#)

If you have been successful in a grant application, you cannot apply to that programme for another 12 months.

### What do I need to submit with my application?

Your organisation/company must have a management committee / board of trustees / board of directors with at least 3 unrelated people as members, a list of those directors will be required showing who has bank authorisation. Please submit names and addresses indicating who has bank authorisation. You should also submit:

- A written constitution/articles/set of rules
- A copy of your most recent annual accounts or financial records showing your organisation's balance of funds, income and reserves
- If you do not have financial records that cover a full year, then you will need to provide what records you have currently and/or a cashflow forecast
- A bank statement from the last 3 months. The bank statement must be clear and not redacted. It must show the following:
  - Name and address of the organisation
  - Account balance
  - Our request for a bank statement falls in line with GDPR requirements. If payments have been made to individuals, you can redact these in line with GDPR.
- A copy of your safeguarding policy (see below for further details)
- A copy of your equal opportunities policy (see below for further details)
- Evidence of relevant permissions for land or building projects (if applicable)
- 3 Quotes for capital items over £500

### What should my Safeguarding Policy include?

Groups working with children or vulnerable adults must have a safeguarding policy. We may request you to send us your policy; this is part of the due diligence process and will determine if you are shortlisted or not. You can get help from your local infrastructure organisation or online sites such as the NSPCC.

We look for the following in your safeguarding policy:

- Definitions of abuse and signs of abuse and reporting procedure in case of disclosure
- The name of the person responsible for child protection
- All staff, volunteers and trustees that are working directly with vulnerable adults and/or children have the appropriate checks
- It is good practice for all staff, volunteers and trustees who do not work directly with children and young people should be trained on safeguarding
- Risk assessments should be carried out to ensure children and young people in their care are safe
- A description of how abuse is different for adults (in a Vulnerable Adults Policy)
- Needs to show a date and review date (yearly)

### What should my Equal Opportunities Policy include?

We look for the following in your policy:

- References Equality Act 2010
- Policy should cover age, gender reassignment, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion or belief, sex, sexual orientation (protected characteristics)
- Equal access to services

- Employment
- Preventing harassment and ensuring everyone is treated equally
- Complaints are dealt with fairly

#### What should I include in project costs?

- We require a detailed breakdown of project costs.
- If you are requesting sessional salary costs, we require the number of staff x the number of hours x the £s per hour.
- If you are requesting capital items such as computers, we need to know the cost per item. Please remember to include 3 quotes for items over £500 with your applications.



## Application Process

1. You will need to be registered on the HoECF application portal to submit an Expression of Interest. We aim to respond within 2 weeks from receiving your Expression of Interest to enable you to move to a full application.
2. If your Expression of Interest matches our funding criteria, then you will be invited to submit a full application. This is not a guarantee that your project will be funded.
3. Once you have submitted a full application, we will complete an initial assessment of your project against the scoring criteria:
  - Small projects (under £25k) that score at least 50% will be submitted to the Grant Assessment Panel
  - Large projects (over £25k up to £100k) that score at least 70% will be submitted to the Grant Assessment Panel

Our scoring criteria is based on:

- **Impact** - will the project have a positive impact for the environment and people in relation to the aims of the funding?
- **Project plan** - is the project well planned, with a clear budget breakdown and is it likely to succeed?
- **Community need** - evidence of the need for the project, including any community involvement in its development.
- **Project legacy** - will the project's activities continue when our funding comes to an end?

The Grant Assessment Panel will also consider the following matters to inform their final decision:

- That the project represents **good value for money**.
- There is an **even spread of projects across the 7 constituent authorities**, as much as possible.
- There is an **even spread of projects across the CEF themes**, as much as possible.

We will hold Grant Assessment Panels every 2 months, starting from December 2023 to appraise applications. Funding will be awarded as projects are appraised, so it is advised that you submit as early as possible.

### What happens if you are successful?

- Successful projects will be informed in writing and asked to sign a funding agreement, and follow the terms and conditions attached to the agreement (see Appendix A for the Grant Terms and Conditions)
- Work should commence no later than 3 months of a successful application.
- Projects need to complete by the project end date (according to the application). All work must be finished within a year of the start date.
- All project publicity/marketing must include logos for HM Government, West Midlands Combined Authority, West Midlands Greener Together and Heart of England Community Foundation. These are available to download from the HoECF website.
- Projects will be expected to report fully on their expenditure and provide relevant evidence.
- Projects will need to complete evaluation reports to demonstrate impact that will support the overall project outputs or outcomes.
- Projects should be delivered to the approved project timeline. Any changes should be discussed with the HoECF and approved by the WMCA.

### What happens if you are unsuccessful?

The decision of the Grants Assessment Panel is final and not open to appeal. Feedback will be provided to unsuccessful projects. Projects can apply again if advised. Complaints can be made through the WMCA complaints process.

# WMCA Community Environment Fund

## Expression of Interest

**You should use the online application portal to submit your Expression of Interest. You can save progress as you go.**

### GENERAL APPLICANT INFORMATION

Applicant organisation: <i>include your charity or company number</i>	
Applicant name	
Applicant email address:	
Applicant phone number:	

### PROJECT INFORMATION

Project name:	
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Project location: <i>Option for each of 7 local authorities. Projects may tick more than one option.</i>
<input type="checkbox"/> Birmingham <input type="checkbox"/> Wolverhampton <input type="checkbox"/> Coventry <input type="checkbox"/> Dudley <input type="checkbox"/> Sandwell <input type="checkbox"/> Solihull <input type="checkbox"/> Walsall

Which of the Community Environment Fund themes does your project relate to:
<input type="checkbox"/> <b>Natural environment</b> - to protect, restore and enhance nature and wildlife. <input type="checkbox"/> <b>Access to green and blue space</b> - to provide better access to and community use of green and blue space for health and wellbeing <input type="checkbox"/> <b>Climate adaptation</b> - to make communities more resilient and prepared for the impacts of climate change <input type="checkbox"/> <b>Circular economy</b> - to reduce waste and keep resources and materials in use for as long as possible. <input type="checkbox"/> <b>Environment awareness</b> - to improve knowledge of environment issues and support behaviour change.
Please include a project postcode:

Project description: *Describe the overall aim and purpose of the project including how the environment and community will benefit in no more than 200 words. Cross check with the guidance and project specific information. Attach any maps or photographs to demonstrate your bid.*

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What is the estimated total amount of funding being requested?

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What is your estimated timeline for completing the project and all spending? Please include a start and finish date.

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Apart from the community, who else will be responsible or involved in delivering the project? What is their background, skills and experience? Have you already secured their agreement?

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Will the project require any community asset transfer? If yes, do you have approvals and/or permissions in place for your project?

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See section above “What do I need to submit with my application?”

- Check and tick this box to confirm you have all of the relevant documents required for an application.

We aim to respond within 2 weeks from receiving your Expression of Interest to enable you to move to a full application. We may be in touch to discuss your application.

## WMCA Community Environment Fund Full Application

**You should use the online application portal to submit your full application. You can save progress as you go.**

### GENERAL APPLICANT INFORMATION

Applicant organisation: <i>include your charity or company number</i>	
Applicant name	
Applicant email address:	
Applicant phone number:	

### GENERAL PROJECT INFORMATION

Project name:	
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Project location: <i>Option for each of 7 local authorities. Projects may tick more than one option.</i>
<input type="checkbox"/> Birmingham <input type="checkbox"/> Wolverhampton <input type="checkbox"/> Coventry <input type="checkbox"/> Dudley <input type="checkbox"/> Sandwell <input type="checkbox"/> Solihull <input type="checkbox"/> Walsall
Please include a project postcode:

Which of the Community Environment Fund themes does your project relate to:
<input type="checkbox"/> <b>Natural environment</b> - to protect, restore and enhance nature and wildlife. <input type="checkbox"/> <b>Access to green and blue space</b> - to provide better access to and community use of green and blue space for health and wellbeing. <input type="checkbox"/> <b>Climate adaptation</b> - to make communities more resilient and prepared for the impacts of climate change. <input type="checkbox"/> <b>Circular economy</b> - to reduce waste and keep resources and materials in use for as long as possible. <input type="checkbox"/> <b>Environment awareness</b> - to improve knowledge of environment issues and support behaviour change.

Project description: *Describe the overall aim and purpose of the project including how the environment and community will benefit in no more than 200 words. Cross check with the guidance and project specific information. Attach any maps or photographs to help demonstrate your proposals.*

**PROJECT IMPACT** – a range of questions are provided below for each theme to support you in providing relevant detail in your application and to ensure delivery will produce good value for money. The Community Environment Fund Guidance document may help to support the completion of this information.

- **Try to include specific numbers** (estimates are OK) where possible to increase your chances of success, e.g. "*the project will support 200 square feet of land to be transformed and engage 100 people in rewilding derelict land*", rather than "*we will transform our outdoor space and engage the community.*"
- **Only include information relevant to your project.** You do not have to complete all questions and all themes. You should also include any additional information that is relevant to your project.
- **Applicants should take a proportionate approach according to the size of their funding request.** Small projects (up to £25,000) are not expected to provide as much detail or evidence as large projects (up to £100,000).
- **You are welcome to discuss this with the WMCA Community Environment Fund Team** if you would like any clarity during your application. If you have any queries, please contact [communityenvironmentfund@wmca.org.uk](mailto:communityenvironmentfund@wmca.org.uk)

Impact information

How will you monitor the impact that your project has during and after delivery? Are you willing to share your learning with others? Please refer to your answer under 'project impact'.

### People and community

The Community Environment Fund is led through the WMCA's ambition to improve environmental outcomes across the region. But this must be together with people and communities. Within the grant application process, you will see that there are significant expectations for projects to deliver measurable environmental improvements, but this must be done in a way that is inclusive and engaging. We expect all projects to also have people and communities related impacts, so please consider the following:

1. Who is your project aiming to engage with? Think about demographics - age / ethnicity / socioeconomic status / diversity.
2. How will your project support vulnerable people?
3. How many people will be engaged / supported through delivery of the project?
4. How many jobs will be created / supported through delivery of the project?
5. How many people will get new qualifications or skills because of project delivery?

6. How else will project delivery improve the lives of people impacts by the project? This could be a knowledge/skill, financial or health benefit.
7. Are there any financial benefits because of the project being delivered?

### **Natural environment**

1. What is the approximate size of habitat or land being improved through project delivery? Include a site location plan and boundary.
2. What priority habitats and species are concerned with project delivery? [UK BAP Priority Habitats | JNCC - Adviser to Government on Nature Conservation](#) and [UK BAP Priority Species | JNCC - Adviser to Government on Nature Conservation](#)
3. How will the project create, recover and/or improve habitats? Please provide further details
4. Number of trees or size of hedgerow being planted.
5. Other outcomes that can be quantified in relation to the natural environment part of the project delivery.

### **Access to green or blue space**

1. Will the project provide new accessible space, or does it significantly increase access to an existing space that is underused (removing current barriers to access)
2. Can you estimate the size of the green or blue space that is being improved? Include a site location plan and boundary.
3. What is the green or blue space primarily used for and how will this change / improve as a result of project delivery?
4. We will look to prioritise projects that are outside an existing Natural England doorstep standard. You can find out if your project is outside or within an existing doorstep standard by using the map <https://designatedsites.naturalengland.org.uk/GreenInfrastructure/Map.aspx>? And selecting the "ANGst Doorstep Standard" layer and inserting your postcode.

### **Climate adaptation**

1. What climate impacts or extreme weather issues and risks is the project responding to? (e.g. heat stress, flood risk, drought, emergency response to extreme weather)
2. How will your project help people / the natural environment / our infrastructure to be more resilient/less vulnerable to the impact of climate change?
3. Is the location of your project exposed to any type of long-term flood risk? [Check the long term flood risk for an area in England - GOV.UK \(www.gov.uk\)](#)
4. Can you demonstrate financial benefits generated by your project, such as: reduced exposure to flood damage or rainwater storage and reuse?

### **Circular economy**

1. How will your project reduce waste and ensure products/materials/resources are kept in use for as long as possible?
2. What types of waste are being avoided through the project and what is the anticipated volume?
3. Will the waste be diverted from landfill and if so, how much will be diverted?
4. As a result of your project, can you estimate any savings or financial gains that will be generated relating to reduced waste or keeping products in use?

### **Environmental awareness**

1. What type of engagement are you planning to use?
2. For your participants, what skills will be gained or improved?

3. What types of behavioural change and increased knowledge do you anticipate in your participants?
4. Can you estimate the outputs and outcomes from your project? For example, the number of people changing behaviour, any cost saving from the project delivery, reduction in use of single use plastics, etc. If this is something that you will do at the end of project delivery please state how you will do this e.g. pre- and post-project surveys, attitude surveys, participant interviews.
5. What educational materials will be developed as part of your project and will you be willing to share these with others, so they may benefit from your experience?

**YOUR PROJECT PLAN – complete the questions below to provide your project plan**

What is the estimated total cost of your application? Please complete a budget breakdown giving as much detail as possible.

- Each budget item must be directly linked to proposed project delivery.
- If including staff costs, ensure that staff roles are fully explained and justified in project description. We will not fund general ongoing staff costs unrelated to proposed project.
- Value for money is a top priority, please make sure your budget reflects the size and impact of your project.
- Include 3 quotes for capital items over £500.

If relevant include details of match funding.

Make sure you are within the UK subsidy threshold of £315,000 (see minimal financial assistance in the Subsidy Control Act 2022).

What is your estimated timeline for completing the project and all spending? Please include a start and finish date, as well as any key milestones throughout delivery of the project.

What are the main risks associated with delivery of your project?

*Identify the top 5-10 risks and what you would put in place to address them.*

What steps will you take to ensure that during your project's delivery, you will help protect the environment, for example, reusing waste materials, buying locally etc?

Will you be working with any other partners, stakeholders or organisations to successfully deliver the project and have you already secured their agreement?



## COMMUNITY AND ENVIRONMENT NEED

If you have not described above, please demonstrate that there is a demand/need for the project from a community and/or environment perspective?

Please outline how you will engage with members of the community throughout the project delivery.

## PROJECT LEGACY

What are your plans for how the project will continue beyond this funding? Is it possible that the project could be scaled up to other sectors / areas for wider impact?

Have you attached any letters of support from critical stakeholders? If yes, please list them below and attach.

### See section above “What do I need to submit with my application?”

- Check and tick this box to confirm you have all of the relevant documents required for an application.

We will review your application and following an initial assessment will submit applications to our Grant Assessment Panel.

The Grant Assessment Panel is made up of members of the Community Environment Fund delivery team, as well as environment and community experts from across the region.

We will hold Grant Assessment Panels every 2 months, starting from December 2023 to appraise applications.

## Appendix A – Grant Terms and Conditions

### **Terms, Conditions & Reporting Requirements for WMCA Community Environment Fund grant approved by**

Heart of England Community Foundation

We understand and agree that:

1. The grant will be used only for the exact purpose specified in the approved application, and no other purpose. The offer letter, which confirms the award, will also explain if Heart of England Community Foundation (HoECF) wants us to alter any part of this application.
2. No major change can be made to the project without the express written approval of HoECF.
3. We will not sell or otherwise dispose of any equipment or other assets purchased with the grant without the express written approval of HoECF. If we sell any equipment or assets, we may have to repay a part of any money so received. The amount which we repay will be in direct proportion to the share of the project costs which came from HoECF. The decision taken by HoECF on the amount to be repaid will be final, except in the case of a clear error.
4. No purchase or order of any goods or services specified by this approved application has been made before we received the offer letter confirming the grant.
5. We will not change the sections of our Constitution which relate to purposes, paying members of the governing body, distribution of assets, or admitting members without first receiving the express written permission of HoECF.
6. We will inform HoECF of any changes to our bank or building society accounts.
7. We will comply with any relevant legislation affecting the operations of the project.
8. We will acknowledge HoECF, West Midlands Combined Authority and the Department of Digital, Culture, Media and Sport (DCMS) in our Annual Report. Our Chair or Secretary's report at the AGM, the accounts covering the grant period, and in any publicity material we produce about the project. We will supply copies of all these documents if requested.
9. We agree that HoECF, West Midlands Combined Authority and the Department of Digital, Culture, Media and Sport (DCMS) can use our name and the name of our project in its own publicity materials, and we will inform them of any situation where confidentiality is a particular issue.
10. We will complete our project and have spent the grant by no later than February 2025. If we have received a large grant, we will have completed our project and spent the grant by no later than December 2024.
11. If we do not spend the entire grant, we will promptly return any unspent balance to HoECF.
12. We will monitor the project, and complete and return all required Monitoring Reports to the schedules provided.
13. We understand that HoECF will not increase the amount of the grant if we overspend.
14. We will keep all financial records and accounts, including receipts for items bought with the grant, for at least two years from receipt of the grant. All receipts should be retained, and copies submitted with monitoring forms. These records will be made available to HoECF on request. We understand that this does not release us from our legal responsibility to keep records for a longer period.
15. We will have all the necessary insurances in place prior to beginning any activity
16. We will have the necessary written permissions relating to and projects relating to buildings and land

17. HoECF may withhold the grant, or ask us to repay the grant, in whole or part, in the following circumstances;
  - If we fail to keep this contract in any way
  - If the application form was completed dishonestly or the supporting documentation gave false or misleading information
  - If we do not follow equal opportunities practice in employing people, recruiting new members and providing our services
  - If we do not implement and follow our Child Protection Policy/Vulnerable Adult Policy (if appropriate) in all aspects of our activities
  - If any member of our governing body, staff or volunteers acts dishonestly or negligently in their work on behalf of the group at any time during the project
  - If we fail to complete the project within the specified timeframe
  - If we close, become insolvent, go into administration, receivership or liquidation (sequestration), or make arrangement with our creditors.
18. If our group closes, we will not sell or otherwise dispose of any equipment and assets without first receiving the specific written agreement of HoECF.
19. These terms and conditions will apply until we have spent the entire grant and HoECF has received and approved our Monitoring Report. If we bought any equipment or assets with the grant, these terms and conditions will apply until the end of the working life of the assets.
20. We will comply with monitoring requirements and complete an End of Grant Monitoring Form and share any project pictures and provide a case study
21. HoECF reserves the right to impose further terms and conditions on the grant in the following circumstances;
  - If we are in breach of the Grant Agreement
  - If any part of the other sources of funding for the project referred to in our application to HoECF is withdrawn
  - If HoECF becomes aware of any actions on the part of the members of the governing body, volunteers or staff of our organisation or any person or organisation substantially involved in the delivery of the Project which may have a detrimental effect on the Project
  - If in the reasonable opinion of HoECF such conditions are necessary or desirable to ensure delivery of the Project in the manner anticipated in our grant application; or following an agreed change to the Project.
22. We may not assign, change, subcontract or novate this Grant Agreement or the Project without the prior written consent of HoECF.
23. This Grant Agreement shall as regard this Project supersede all prior understandings between you and us and shall constitute the whole agreement between us and shall not be modified or varied without the prior written consent of HoECF.
24. These conditions shall be governed by and construed in accordance with the law of England and the parties hereby choose and submit to the exclusive jurisdiction of the English courts.
25. No provision of this Grant Agreement is intended to or create any right or benefit enforceable against the parties to this Grant Agreement under the contracts (Rights of Third Parties Act 1999).
26. We also give permission for Heart of England Community Foundation & West Midlands Combined Authority to record the information given in this form electronically and understand that personal information will be treated confidentially. All information will be held in line with the Data Protection Act 2018 and other relevant legislation. The only purposes the information will be used for is deciding whether a grant can be awarded to your group, for customer care, for publicity and for monitoring. The information will be used anonymously for monitoring purposes and will not affect the outcome of your application.

By providing us with accurate information you are enabling us to improve the support we can give to voluntary and community groups across the county.

27. We agree that my organisation will help with and be involved in publicity about the grant if we are successful and I agree to being contacted by The Heart of England and West Midlands Combined Authority

**As part of the submission of your application online, you will be asked if you agree to the Terms and Conditions set out above.**

**If you are successful with your application, you will be asked to sign and return the Terms and Conditions.**

Signature \_\_\_\_\_

Name \_\_\_\_\_ (please print)

Group's Name \_\_\_\_\_

Amount of Award £ \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

for the Heart of England Community Foundation

Date \_\_\_\_\_