



## Terms and Conditions of Member Awarded Funding (MAF)

This document should be read in conjunction with the Principles and Processes of the MAF scheme which can be found on the [MAF webpage](#).

### MAF Terms and Conditions

- 1 The MAF award can only be used solely for the purpose detailed in the application and must be spent within twelve months of being awarded.
- 2 South Gloucestershire Council must be informed when the project has been completed and the award has been spent.
- 3 If the project requires planning permission or other consent, this must be obtained and evidence submitted to South Gloucestershire Council before funding can be released. All planning permissions and conditions must be complied with.
- 4 It is a requirement that full financial records of the project are kept by the organisation showing how the award has been spent and these must be made available to South Gloucestershire Council on request.
- 5 The organisation must always demonstrate a commitment to tackling inequalities. The equality impact of the project must be monitored by the organisation and results will form part of the monitoring requirement.
- 6 It is a requirement that the organisation must complete a monitoring form at the end of the funded term or within a year of the award being made; failure to complete this form may jeopardise future funding. Results will be reported back to the awarding Member(s).
- 7 The organisation must always work within the law.
- 8 The organisation must arrange sufficient insurance cover including public liability insurance to an adequate level of indemnity.
- 9 The organisation must satisfy itself that it has appropriate and adequate health and safety arrangements in place.

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- 10 If an organisation becomes unable to deliver the agreed work, South Gloucestershire Council must be informed immediately. In such circumstances the Council may wish to claim back all or a percentage of the original award.
- 11 If any asset purchased by the award is subsequently sold, then the money received must be paid back to South Gloucestershire Council.
- 12 If any of the terms and conditions of the MAF process are breached or an organisation commits any breach of faith or misrepresentation, then South Gloucestershire Council may require repayment of part or all of the award.
- 13 South Gloucestershire Council cannot claim back the VAT on behalf of an organisation.
- 14 Any unused monies must be returned to South Gloucestershire Council at the earliest convenience or within one year of the award being made.
- 15 Any publicity material arising from the project should include an acknowledgement of funding from South Gloucestershire Council that states, **` This project has received funding from South Gloucestershire Council`**. The Council logo is available on request.
- 16 In line with Principle 5.2 of the MAF scheme it is the responsibility of your organisation to maintain up to date registration details on the Grants Online System to ensure that all contact and payment records are correct.
- 17 Any personal data provided in the registration details for the named organisation on the Grants Online System will be used in line with South Gloucestershire Council's [Privacy Notice](#).
- 18 Grant awards (descriptors and value) will be published in Annual Reports and on the [Open Data](#) webpage to meet the Council's obligations under the Local Government Transparency Code.