



Form of Acceptance CONDITIONS OF GRANT

Project Promoter **Ballyoran Community & Arts Group**
Project Title Community Support Grant 2025-26
Grant Community Support Grant 2025-26

Definitions

Reference	CSG25/26-75
“Project Promoter / We”	Ballyoran Community & Arts Group
“The Council”	Lisburn & Castlereagh City Council
“The Project”	Community Support Grant
“The Grant”	Community Support Grant – £2520
“Period of Project”	1 April 2025 – 31 March 2026

1. In general

- The project promoter will use the grant exclusively for the project. We will hold any unused part of the grant on trust for the Council at all times, and we will repay any grant (including any unused grant) to the Council immediately upon demand.
- During the period of the project we will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability, and in compliance with relevant legislation.
- We will make sure that all current and future members of our organisations receive a copy of these terms and conditions while the Grant Agreement remains in force.
- We will ensure that at all times while the Grant Agreement is in force we are correctly constituted and regulated and that the receipt of the grant and the delivery of the project are within the scope of our governing documents

2. The project

- We will get your written agreement before making any change to the project or to its aims, structure, delivery, outcomes, duration or ownership.
- We will start the project as soon as possible after receiving the letter of offer.
- We agree to make satisfactory progress with the Community Support Grant and complete the project and related expenditure by **31 March 2026**.
- We will not use the grant to pay for any spending commitments we have made before the 1 April 2025.
- We confirm that we have all the funding we may need for the project from other funding bodies or sources. We will tell the Council, in writing, of any other offer of funding for this project from anyone else at any time during the project.
- We will return any unspent grant to the Council promptly.
- We will acknowledge the grant publicly as appropriate and as practical. We will follow the Council branding and publicity guidelines at all times. We will acknowledge the Council support in any published documents that refer to the project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the project.
- We hereby consent to any publicity about the project as the Council may from time to time require. The Council can carry out any forms of publicity and marketing to promote the award of the project as it sees fit. We agree to do whatever the Council reasonably require in order to assist with any form of publicity and marketing, including any press or media related activities.
- We will tell the Council promptly about any changes to information we have provided and will make sure that the information the Council hold is always true and up to date.
- In our management of all personal information we will meet the requirements of the Data Protection Act 1998. We will tell you immediately if any of our key contacts change.
- We agree to meet all laws regulating the way we operate, the work we carry out, the staff we employ or the goods we buy. We will ensure that we have an equal opportunities policy in place at all times, to help us comply with all relevant laws and good practice throughout the period of the Project Agreement. We will obtain all approvals and licences required by law or by you.

- If our project involves work with children, young people or vulnerable adults (“vulnerable people”), we will take all reasonable steps to ensure their safety. We will obtain the written agreement from the legal carer or guardian before having any direct contact with any vulnerable person. We will have and carry out an appropriate written policy and set of procedures in place at all times to safeguard vulnerable people, which will include obtaining appropriate disclosure checks for all employees, volunteers, trustees or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people.
- We will maintain adequate insurance at all times and if asked, will supply copies of confirmation to you. This includes all appropriate insurance for any activities we provide and employee and public liability insurance.
- The Council have the right to reproduce any of our application or subsequent information supplied by us to you for any purpose as you see fit without any right of a claim by us in respect of copyright.

3. Our organisation

- We will get your written agreement before:
- Changing our governing document, concerning our aims, payments to members and members of our governing body, the sharing out of our assets (whether our organisation is dissolved or not), or the admission of any new members; or
- Transferring our assets to, or merging or amalgamating with, any other body, including a company set up by us.
- We will write to you as soon as possible if any legal claims are made or threatened against us and/or which would adversely affect the project during the period of the project (including any claims made against members of our governing body or staff concerning the organisation).
- We will tell you in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, HM Revenue & Customs or any other regulatory body.
- We will be available for meetings with you and allow full and free access to our records however and wherever held and to any of our offices or buildings to you, or those acting for you or to the National Audit Office.

- We will let you know if our governing body falls below three members and will increase it to at least three as soon as possible Council

4. VAT

- We acknowledge that the project is not considered for any taxable supply for VAT purposes by us to the Council. We understand the Council's obligation does not extend to paying us any amounts in respect of VAT in addition to the project and that the project made by you is inclusive of VAT.
- We agree to repay you immediately any VAT we recover whether by set-off, credit or repayment to the extent that any such VAT cost is included in the project.
- We will notify you immediately if any irrecoverable VAT claimed under the project becomes recoverable.
- We will keep proper and up to date records relating to VAT, and we will make such records available for you to look at and give you copies when requested.
- If the Council has funded all of the VAT costs for our project, we agree to refund immediately all of the VAT we recover to the Council
- If the Council has funded a proportion of the VAT costs for the project, we agree to refund immediately the same proportion of the VAT recovered to the Council

5. Our annual report and accounts

- We will acknowledge your project in our annual reports and accounts covering the period of the project.
- We will show your grant and related expenditure as a restricted fund in our organisations annual accounts. If we have more than one restricted fund we will include a note to the accounts identifying each restricted fund separately. If we have more than one project from the Council, we will record each project separately in the notes to the accounts. We will identify unspent funds and assets in respect of the project separately in our accounting records.
- We will keep proper and up to date accounts, invoices and records for at least seven years after the termination of our project, which show how the project has been used. We will make these financial records available to the Council to look at and, if requested, will provide copies.

- We will report regularly and fully to all our members on the financial position of our organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services required to deliver the project.

6. Monitoring

- We will monitor the progress of the project and complete regular reports, using the forms you send us, and attend monitoring review meetings with the Council and, if relevant other funders, as the Council deem necessary.
- We will update the Council on progress of the project on request and will send you any further information you may ask for from time to time about the project or about our organisation, and its activities, the number of users and other beneficiaries and such other information as you may require from time to time. The Council may use this information to monitor or publicise the project and/or evaluate the project.
- We will fill in a final report on the project using the form you send us. We understand that the project is finished only after we have completed this report to the Council's satisfaction.
- We will tell the Council immediately in writing of anything that significantly delays, threatens or makes unlikely the project's completion.
- We will tell the Council immediately if there is to be any significant variation to or decrease in the project outcomes.

7. Payment of project

- The Council will pay the project by bank transfer (BACS) into a UK-based bank account or building society account in the Project Promoters name, which requires the signatures of at least two unrelated authorised people for every withdrawal.
- The Council will pay this grant by BACs on receipt of a signed copy of this project agreement.

8. Length of Project Agreement

- These Terms and Conditions and the Grant Agreement remain in force for whichever of these is the longer time: Until 31 March 2026.

- As long as we do not carry out any of the Terms and Conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on project expenditure or project delivery).

9. We understand that

- The Council may share information about our project with any parties of its choice as well as with members of the public who make a request for information under the Freedom of Information Act 2000. Details of the project may be broadcast on television, on Council websites, in newspapers and through other media.
- The Council will not increase the grant if we spend more than the agreed budget.
- The Council accepts no liability for any consequences, whether direct or indirect, that may come about from our running the project, the use of the project or from a withdrawal of our project.
- The Council may demand repayment (and we will repay when asked) of all or part of the project at your absolute discretion, in any of the following circumstances if:
 - We fail to meet any of these terms and conditions, or the terms and conditions attached to any other projects from you for which a Grant Agreement is still in force;
 - We or any other person or organisation operating for us gave the Council any significantly misleading or inaccurate information, whether deliberate or accidental, during the period of the Grant Agreement;
 - Members of our organisation, volunteers or staff act at any time during the project dishonestly or negligently or in any way, directly or indirectly, to our detriment or to the detriment of our organisation or the project or to the detriment of the Council's reputation;
 - Our organisation, members of our governing body, employees or volunteers are subject to an investigation or formal enquiry by the Police, Charity Commission, HM Revenue and Customs or other regulatory body;
 - We receive duplicate funding from any other source for the same or any part of the project;

- There is a significant change of purpose, ownership or recipient, either during the project or within a reasonable period after its completion, so that you judge that the project is unlikely to fulfil the purpose for which it was made.
- At any stage of the application process or during the period of the Grant Agreement we do not let the Council have information that would affect its decision to award, continue or withdraw all or part of the project;
- We are or become legally ineligible to hold the project and/or
- If you have reasonable grounds to believe that it is necessary to protect public money.
- You may demand repayment of all or any of the project if it is likely that our organisation will have to stop operating, may be dissolved or become insolvent, or is likely to be put into administration or receivership or liquidation, or we are about to make an arrangement with, or guarantee a Trust Deed to our creditors
- We may not transfer any part of the project or this Grant Agreement or any rights under it to another organisation or individual.
- You may reject any future application from us to other programmes you run if we do not comply with these terms and conditions or you judge that we did not handle the project adequately or if we failed to complete any requests for information you made to us.

10. Additional conditions

- The Council has the right to impose additional terms and conditions on the project either in the conditional offer letter and/or if:
- We are in breach of the Project Agreement;
- The Council judge that members of our governing body, volunteers or staff or any person or organisation closely involved in carrying out the project act in a way that may have a detrimental effect on the project or on your reputation as a distributor of public money or as a Government sponsored body; and/or

You believe such conditions are necessary or desirable to make sure that the project is delivered as set out in our application or following any agreed changes.

11. Declaration & Signatures

Ballyoran Community & Arts Group agree to accept the offer of grant from Lisburn & Castlereagh City Council on the basis of the terms and conditions (from clause 1 to clause 10) as set out within this Conditions of Grant agreement.

We confirm that we the undersigned have been authorised to sign and accept this project agreement on behalf of the Project Promoter.

Signed for and on behalf of **Ballyoran Community & Arts Group**

Signature 1 – Main Contact

Name	Jackie geddis		
Position	Treasurer		
Address	18 Marlfield drive		
Telephone	07741453370		
Signature	J.Geddis	Date	10/3/25

Signature 2– Office Bearer or Board Member

Name	Ella Cameron		
Position	Chairperson		
Address	6 lismore way		
Telephone	07595426896		
Signature	E Cameron	Date	10/3/2025

Budget Profile

Project Title: **Community Support Grant 2025-26**

Project Promoter: Ballyoran Community & Arts Group
Community Support Grant: £2520

Expenditure	Amount
<i>Please insert below grant expenditure detailed in your application</i>	
Rent	£700
Materials	£1500
Insurance	£320
Trips	£200
Lunch	£200
	TOTAL £ 2900

Print Name: Jackie Geddis

Position: Treasurer

Signature: J.Geddis Date

BANK DETAILS FORM

Project Reference No	CSG25/26-75
Project Applicant	Ballyoran Community & Arts Group
Project Title	Community Support Grant 2025-26
Amount of Project	£2520
Period of Project	1 April 2025- 31 March 2026

Please complete Bank details below.

Name of Organisation: Ballyoran community and arts group

Name of Account: Ballyoran community and arts group

Bank Name: Ulster bank

Bank Address: Connswater branch Connswater

Sort Code: 980125

Account Number: 10922949

E Cameron

**Signed by
(Chairperson)
Name in Block Capitals**

Ella Cameron

J.geddis

**Witnessed by
(Registered Office Bearer)
Name in Block Capitals**

Jackie Geddis