**Origin Housing Community Fund:**

**Terms and conditions**

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by Origin Housing in writing.
2. If your application is successful, you will be notified by email (or post if requested) confirming the final award amount, and you will be told if extra documents are needed to process payment.
3. The grant must be used within six months of receipt, unless otherwise agreed in advance with Origin Housing in writing.
4. In exceptional circumstances, the grant can be withdrawn or withheld at Origin Housing’s discretion.
5. Any part of the grant that is not used for the project must be refunded back to Origin Housing.
6. Repayment of the grant can be required at the sole discretion of Origin Housing if:
	* Origin Housing finds that any false information has been supplied
	* the work undertaken is not the work for which the grant was approved (if Origin Housing has not been informed of, and approved, these changes in accordance with point one);
	* the grant has not been spent within six months of receiving it unless otherwise agreed by Origin Housing;
	* your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
	* There is any other breach of any of the conditions in this form.
7. The grant is made on a 'one-off’ basis and does not carry any commitment to future funding.
8. The project leader needs to return completed evaluation, monitoring forms and financial breakdown of how the grant was used **no later than three months** after the end date of the project. Failure to do so will make the organisation ineligible for future grants. **A template monitoring form will be forwarded to successful applications on confirmation of the grant.**
9. The Origin Housing logo will be attached to all publicity materials.
10. Origin Housing may use your name in any publicity material.
11. The project shall comply with any legal obligations that may be relevant in order to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.
12. Origin Housing reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
13. Any Value Added Tax (VAT) payable by your organisation is your responsibility and Origin Housing shall not be obliged to pay any additional amount.
14. Origin Housing requires all organisations signing for an award to hold the following documentation. By signing this form you hold the relevant documents for the project Origin Housing are pledging against, and your organisation agrees to provide these to Origin Housing if it is deemed necessary.

Funded organisations/groups must ensure that:

1. A bank account is in operation into which payment can be made. We cannot pay into individual bank accounts; if your group does not have an official bank account you will need to ask an organisation to hold the money for you. If you are applying as an individual resident with no resident group with a bank account in your area, we may have to hold money for you (contact us if you need help with this).
2. All legal and insurance liabilities associated with the project are fulfilled.
3. Appropriate safeguarding measures are implemented such as DBS checks.
4. A completed evaluation and monitoring form with appropriate information is provided at the end of the project.

If you have any concerns or questions about the above requirements or anything else related to this application form please contact the Community development team on community.development@originhousing.org.uk.

Documents that may be required if applicable:

1. Public liability insurance
2. Statement evidencing that all staff and practitioners are DBS checked to the required standards for the project being undertaken.
3. Risk Assessment
4. Quotation to support listed expenditures on the application