

1. Documentation

The Applicant is responsible for ensuring that all appropriate insurances are in place for the duration of the proposed event/project. This should include Public liability and where applicable Employers liability and/or Professional Indemnity. The applicant must also indemnify the Council. **These must be made available to the Council if requested.**

The Applicant is responsible for ensuring that appropriate risk assessments/permits are completed and in place prior to project commencement and that suitable management protocols are in place during the proposed project.

If applicable;

If your project involves working with children and/or vulnerable adults, a Protection of Children and Vulnerable Adults Policy should be in place that includes Access NI checks. **This must be made available to the Council if requested.**

The Applicant will be expected to maintain an adequate accounting system of all transactions relating to this project. **Please note that the Council has at its own discretion the right to carry out a verification visit at anytime to verify spend and project activity.**

Grant awards will only be paid on eligible expenditure as detailed in Letter of Offer, subject to the achievement of the project outputs/outcomes and after inspection of **all** relevant documents.

Grant Aid is administered on a **deficit** funding basis, no grant will be paid where income exceeds expenditure.

Claim documentation required:-

- a. Claim Form
- b. Original invoices / receipts
- c. Bank Statements*
- d. Publicity - If applicable, FODC logo to be on all publicity material, as per Section 6 of the Terms & Conditions.
- e. Procurement - original procurement documents as per Section 2 of the Terms and Conditions
- f. A Post Project Evaluation Form

The above list is not exhaustive, and the Council reserve the right to ask for further relevant documentation to support your claim.

*Bank statements must clearly display the group's account details and all relevant expenditure incurred.

Organisations must not pay for any goods or services by CASH. Payment should only be made by cheque or debit/credit card from the Group's account.
Failure to adhere will result in non-payment of grant claim.

Additional Requirements for Grant Aid Over £500:-

g. A detailed income & expenditure account.

It must show all income and expenditure associated with the funded activity which must be signed by two office bearers. Please note the income and expenditure account is not the claim form. You are required to detail the income and expenditure on a separate sheet)

2. Procurement

Grant Recipient(s) - must comply with the Council's procurement guidelines. It is essential that "Value for Money" is sought for the purchases of goods/services for any grant aid awarded by the Council.

Goods and services shall be procured on the basis of competitive quotation or tender from relevant, experienced and bona fide suppliers as per the following guidelines:

Estimated Values	Evidence Required
Up to £999	Undertake Price Comparison (Value for Money)
*£1,000 - £2,999	At least 2 quotations: obtain price comparison through written/ email/internet information based on a detailed specification
*£3,000 to £9,999	At least 3 written quotations: obtain price comparison through written/email/internet information based on a detailed specification. *If you wish to include a quality element to your scoring process it is essential that you contact a member of the Grants Team before proceeding.
*£10,000 to £29,999	At least 4 written quotations: obtain price comparison through formal Request for Quotation process. Please see separate Guide to Procurement document for information.
£30,000 and above	Public Tender in accordance with Tender Procedures: Please see attached separate Guide to Procurement document for information.

The Council reserves the right to request evidence relating to value for money.

Council Officers are available to assist with the process. Applicants must retain all quote information for items/services purchase. These may be required as part of the claim process.

The Council also reserve the right to contact any supplier or company who has supplied a quote to verify the information provided. It is the applicant's responsibility to ensure the supplier of goods/services is made aware that invoices /quotations will be shared with the Council as part of the claim process and that the Council may contact them.

For procurement valued Up to £999, the Council reserves the right to request evidence of Value for Money. Applicants must retain all quote information for goods/services purchased. These may be required as part of the claim process.

***Exception Rule:** If the highest scored compliant quote/tender is not being accepted or the required number of quotations have not been received, you must seek approval from the Grants Team prior to award. Email: grants@fermanaghmagh.com or telephone 0300 303 1777. Council approval is required before proceedings with the purchase of the goods/services.

The grant recipient must also comply with the following:-

There should be no conflict of interest between the grant recipient and the individual/business quoting/tendering for the work or carrying out the work. **Individuals involved in the delivery of the project, that is, staff, volunteers or board members of the Grant recipient organisation cannot benefit personally from the award of this grant. This means that they cannot be paid for the provision of goods or services from the grant.** This includes immediate family members. If you are unsure you are advised to contact a member of the Grants Team to get guidance so that your grant award is not at risk.

The Grants Team must be made aware of any potential conflicts of interest; please contact the Grants Team for advice on this matter to ensure your grant award is not put at risk.

Tutors / Coaches: for groups using tutors or coaches for project delivery, these must be external to the organisation.

Venue Hire: Costs relating to Venue Hire, can only be considered if the group does not own or lease their own premises.

Equipment: Equipment that has received funding must be retained within the group/club and must not be distributed for personal use; spot checks may be undertaken by Council officers.

The Grants Team reserve the right to verify some or all quotations submitted by the supplier to confirm the validity of the quote.

Failure to comply with Council Procurement guidelines will result in a penalty or non-payment of grant.

Additional Information for Goods / Services Over £999:

For procurement thresholds above £999, you must provide all procurement documentation including a detailed specification/request for quotations and all associated documentation/correspondence to the Grants Team for approval.

You will be required to liaise with a Council Officer to agree each stage of the procurement process i.e. preparation of specification and associated documentation prior to issue and assessment of returned quotations prior to award. This is to confirm that all guidelines are adhered to:-

1. **Specification** - for procuring good/services; full details of all requirements must be included but should not include brand names/manufacturer names.
2. **Draft procurement documents** along with details of the proposed procurement process should be sent to the Grants Team for approval **before they are issued to prospective suppliers.**
3. Following **completion of the procurement process**, all procurement documentation should be submitted to the Grants Team for approval prior to awarding a contract. The Grants Team must approve your procurement process before a Supplier Contract is awarded.
4. **Original procurement documents** must be made **available on request.**

The Council reserves to right to verify original procurement documentation.

Exception: Where the value of the grant is being used as a match funding amount, the lead funder's procurement will take precedence so long as it is of at least equal equivalence to the Council's. Submission of a tender summary report and confirmation from lead funder for approval to proceed will be required to support the claim process.

3. Funding

The grant-aid awarded is based on the budgeted expenditure as per your application. Where actual expenditure is less than estimated expenditure, the Council have the authority to pro-rata any grant accordingly. The grant contribution may be allocated to another expenditure item at the Council's discretion. Permission must be sought in writing for this re-allocation to occur.

If the applicant proceeds "at risk" with a project prior to the letter of offer being issued, it is the responsibility of the applicant to be aware and adhere to the Terms & Conditions of funding. Failure to comply may result in non-payment of grant or items disallowed.

Should you wish to appeal the level of grant awarded, please write to the Grants Team, clearly outlining your reasons for appeal. The last date for receipt of appeals will be 10 working days from the date of the Letter of Offer'.

4. Retention of Documents

All financial records must be retained for a period of 7 years after the Council has made payment of the grant.

5. Inspection

Any financial accounts and records and/or equipment/materials purchased (with the exception of consumables) shall be made available to the Council and its Internal Audit function, at the Council's discretion. The same right of access will, if required, be made available to Local Government Audit. The Council at its sole discretion has the right to carry out a verification site visit at any time during the duration of the project.

The Council reserves the right to carry out a spot check on all documentation received from the grant recipient in respect of projects in which funding has been awarded. It is the grant recipient's responsibility to ensure the supplier of goods/services is made aware that invoices / quotations will be shared with the Council as part of the claim process and that the Council may contact them.

6. Publicity

All grants must be acknowledged on all printed material associated with the project. The Council's logo can be obtained on the Council's website:-

<https://www.fermanaghmagh.com/services/sponsorship-grants-bursaries/grant-aid/publicity-2/>

See Annex 1 attached in respect of each Grant Aid Stream requirements.

7. Photographs

For grant awards over £1,000, at least 5 images of the project must be supplied with the grant claim and the Council, and the relevant Funding Body reserves the right to use these images for promotional purposes, for example, in printed materials and/or on website/social media accounts. It is therefore necessary that all imagery supplied should carry the consent/permissions to be used by the Council or the relevant Funding Body in this manner. The Council have the right to ask any grant recipients to supply photographs of their project at any time.

8. Withholding and Clawback of Grant

Without prejudice to any other rights of the Council under this letter, the Council shall

- (i) be under no obligation to make any payment of financial assistance to the Grant recipient and
 - (ii) clawback all or part of any grant paid on the project, if at any time;
- (a) there are anomalies/irregularities arising out of the information provided to the Council in respect of the Grant. Grant recipients are advised that any materially misleading statements, (whether deliberate or accidental), given at any stage during the grant process may result in the grant award being disallowed. This includes the falsification of information, inappropriate use of funds and misinformation at any stage of the grants process. If funding has been awarded the Grant recipient will be liable to return any money already paid out on the project in question. All cases of suspected fraud will be referred to the respective funder (if applicable) and the PSNI; or
- (b) the Grant recipient is in breach of any of its obligations under this letter, any of the specific conditions attaching to the grant as specified are not satisfied or an event of default occurs. Default may be defined as follows;
- i) there is a material change in the nature, implementation, scale, costs or timing of the project so that it no longer complies with the description included in this letter of offer and any amendments that may have been agreed subsequently; or
 - ii) there is unsatisfactory progress towards completing the project; defined as a failure to meet the aims or objectives; or
 - iii) any of the information provided in the grant recipient forecasts or in supporting or subsequent correspondence is found to be substantially incorrect or incomplete; or
 - iv) the grant recipient receives grants from other funders or any other public authority towards costs funded by this Letter of Offer, unless the grant was explicitly taken into account in making this offer; or
- (c) in the opinion of the Council, the project has been abandoned or ceased or is not being pursued in a satisfactory manner. This may be defined as follows;
- i) being an incorporated body passes a resolution that it should be wound up, is ordered by the High Court to be wound up, has an administrator appointed by order of the Court, has an administrative receiver appointed, or being a company is struck from the register at Companies House.

Failure to inform the Council of any changes may result in the termination of grant and we may clawback full or part of the grant paid. Clawback of grants is enforceable for up to a period of 7 years unless otherwise specified.

9. Fraud & Corruption

Fermanagh and Omagh District Council is committed to carrying out business fairly, honestly and openly and has a zero tolerance towards fraud, bribery and corruption. Fermanagh and Omagh District Council expects full compliance with the requirements of both the Fraud and Corruption Policy and Bribery Act 2010 from groups applying for, or in receipt, of grant aid. This is also relevant to Councillors, Employees, Agents, Partners and Suppliers involved in your project. Fermanagh and Omagh District Council is committed to developing, implementing and maintaining effective procedures and controls to prevent any occurrence of fraud and corruption. The Fraud and Corruption Policy can be accessed via the Fermanagh and Omagh District website at:

<https://www.fermanaghomagh.com/app/uploads/2023/04/Fraud-and-Corruption-Policy-September-2023.pdf>

Should Groups be found to be in breach of the requirements of their grant at any stage in the process, Council reserves the right to exclude from future grant processes.

All cases of attempted or suspected fraud will be reported to appropriate authorities, including the Northern Ireland Audit Office, PSNI and any other relevant funding body (if applicable).

10. Monitoring & Evaluation

The grant recipient shall provide all information required by the Council and in such form as may be required to monitor the rate of implementation of the project/programme and to assess its effect in relation to its objectives. A **Post-Project Evaluation Form** should be submitted with your claim form detailing the outputs of the project.

11. Equality of Opportunity

In accordance with Section 75 of the Northern Ireland Act 1998, the Applicant shall have due regard to the need to promote equality of opportunity: -

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

In addition, without prejudice to its obligations above, the Grant recipient, in carrying out its functions relating to Northern Ireland, should, where possible, have regard to the desirability of promoting good relations between persons of different religious belief, political opinion or racial group.

The grant recipient will need to ensure appropriate systems are in place to monitor the impact of the project/programme in equality terms.

12. General Data Protection Regulation & Freedom of Information

Under the General Data Protection Regulation, Fermanagh and Omagh District Council has a duty to protect any information we hold on you. The personal information you provide on this form will only be used for the purpose of contacting you about your application and any subsequent supporting documentation such as a claim and will only be shared with other relevant FODC sections and external agencies for administering your grant. For further guidance on how we hold your information, please visit the Privacy section at <https://www.fermanaghomagh.com/your-council/privacy-statement/>

Summary details of information relevant to your application will be made available through a report to a Council meeting. Such reports are available for public viewing. Details of your grant request may also be included on the Government Funded Database which is also available for the public to access.

Grant recipients should be aware that the information provided in respect of their application could be disclosed in response to a request under the Freedom of Information Act 2000. Should you consider that any of the information supplied is confidential in nature, this should be highlighted and the reasons for its sensitivity specified. In such cases the relevant material will, in response to Freedom of Information requests, be examined in light of the exemptions provided for in the Freedom of Information Act.

[Freedom Of Information – Fermanagh & Omagh District Council \(fermanaghomagh.com\)](https://www.fermanaghomagh.com)

13. Amendments to this Letter

No amendment or variation to the terms of this letter or its appendices will be effective unless agreed in writing by the Council. Please notify us as soon as possible if your funded activity changes in any way (project date, location or format), and we will write to you to tell you how we will treat the changes.

14. State Aid

Following the UK's exit from the EU, there are new rules governing subsidies. The EU State Aid Rules only apply in certain limited circumstances. This is when the Northern Ireland Protocol is engaged and/or where the funding originates from certain European funded programmes. All other funding measures are now subject to the new UK Subsidy Control regime. Further information can be found here <https://www.economy-ni.gov.uk/articles/minimal-financial-assistance>

Under Section 36 of the Subsidy Control Act (2022) that came into force on the 4th January 2023 the maximum level of Minimal Financial Assistance (MFA) is up to a maximum of £315,000 in any 3 year period.

Any award of MFA that exceeds £100,000 must be reported to UK Government and published on the UK's transparency database, which is accessible by the public.

Publicity Requirements

The Council's Logo must be included on all publicity and printed material relating to the funded project.

In addition to the Council's Logo, applicants in receipt of any of the funding streams listed below must adhere to the specific publicity requirements of the Grant Aid Stream.

All logos can be obtained from the Grants Team or the Council's website under funding and grants, at:

<https://www.fermanaghomagh.com/services/sponsorship-grants-bursaries/grant-aid/publicity-2/>

Grant Stream	Additional Specific Publicity Requirements
Community Services - Project Development	Applicants must acknowledge that the project has been supported by the Council using the following statement: - "This project has been *funded / *part funded through Fermanagh and Omagh District Council" . *Delete as applicable
Good Relations	The Tbuc Logo must be included on all publicity and printed material relating to the project.
Policing & Community Safety Partnership (PCSP)	The Fermanagh & Omagh PCSP logo must be included on all publicity and printed material relating to the project. Applicants must acknowledge that the project has been supported by Fermanagh & Omagh PCSP using the following statement: - "This project has been *funded / *part funded through Fermanagh & Omagh PCSP" . *Delete as applicable