

## **Neighbourhood Investment Fund - Terms and Conditions**

The information in this section applies to all groups who have been offered a Neighbourhood Investment Fund grant. In addition, you must ensure that you meet any conditions that apply specifically to your group. These are included in your offer letter.

1. The grant may only be used for the purpose specified in the offer letter.
2. If your group wishes to change the use of an approved grant a detailed request must be made in writing to us. In such cases no additional expenditure should be incurred until the request has been considered and written permission has been granted by us. We reserve the right to recover any grant that has not been used for the purpose for which it has been given.
3. If the full grant has not been used because the costs of the projects were less than the grant approved, we must be informed and the balance of the grant returned.
4. Your group must have in place suitable methods for managing income and expenditure for the approved project. Original invoices and receipts **must** be provided for the total value of the grant awarded. Where possible, they should identify each individual item purchased, the associated cost and where it was purchased. We reserve the right to examine project accounts at any time.
5. The grant has been approved on the understanding that, where necessary, your group will be getting the permission of the landowner. If you have any difficulty obtaining this it is essential that you contact your Regeneration Ward Officer before the project is started.
6. Your group must ensure that, where necessary, adequate insurance cover (including public liability) is taken out for the duration of the project. Items of equipment bought with grant aid must be insured against loss or damage.
7. The grant is a one-off payment and does not commit us to further financial assistance for the approved project or any additional related activities.
8. All projects must provide a final monitoring report on completion of the project indicating how the grant has been used and the benefits achieved. All projects **must** be completed and all evidence of how the grant was spent must be submitted to us **by the date stated on your original offer letter**.
9. We, or other interested parties, may visit projects at any time without prior notice.
10. Grant support should be acknowledged in publicity or promotional material when it is appropriate to do so. A copy of the Manchester City Council and Neighbourhood Investment Fund logo is available for this purpose. The words 'This project has been supported by the 'Manchester City Council - Neighbourhood Investment Fund' may be used in its place.
11. No money should be paid to a contractor until all the work they have been contracted to do has been completed to the satisfaction of the group or, if appropriate, has been inspected by us. If you are in any doubt please contact us for advice.
12. The grant cannot be used to make cash payments to individuals, such as to cover salary or wages costs for people who are to be paid 'cash in hand'. For advice on what is acceptable please contact us.
13. Hand-written receipts cannot be accepted unless the receipt identifies the name and address (trading or home address) of the supplier, the full amount paid and a description of the goods or services provided.
14. The grant cannot be used to purchase gift vouchers.