Terms and Conditions of this Cost-of-Living Fund Award

Purpose of the Award

Contribution to the delivery of a project or service that directly supports people living in Nottinghamshire as part of the Cost-of-Living Fund.

Note: Nottinghamshire refers to people residing within the Nottinghamshire County boundary. Therefore, it is the Organisation's responsibility to check that each person benefitting from the Nottinghamshire Cost-of-Living Funding lives in an eligible Nottinghamshire postcode area. This can be checked by entering the postcode and address of the people benefitting from the Cost-of-Living Funding on the [Contact a Councillor webpage](#).

Payment

- The Council aims to process payments as quickly as possible. Money will be credited to the Organisation's bank account.
- Organisations that have not received payment from the Council before will be sent a vendor registration form from our Finance Team. This will need to be returned to the Finance Team before payment can be made.

The Organisation's responsibilities

- The Organisation is responsible for managing and monitoring all aspects of the project / activity / service, which includes:
- Ensuring that the project / activity / service is in line with the organisation's governing document.
- Ensuring that all the necessary and relevant legislation, regulations and codes of practice are adhered to. This includes but is not limited to the recruitment and management of staff & volunteers, Health & Safety (including risk assessments), Equality & Diversity and the General Data Protection Regulation (GDPR).
- Ensuring that appropriate and adequate insurance cover is in place.
- Maintaining accurate, and comprehensive records, e.g. financial records to show how the Award has been spent, noting that invoices, receipts, and accounts and any other relevant documents relating to the expenditure of the Award must be available at request for at least six years.
- The Organisation acknowledges that under the Freedom of Information Act 2000 (FOIA), the Council may be required disclose information without obtaining consent from the Group / Organisation and the Organisation agrees to cooperate with any requests for information in relation to the funded project.
- Taking professional advice as appropriate.

Changes to your project

Small changes to your activities or what you spend the money on are fine, providing you're still using the funding to carry out the agreed project. Remember to contact the Communities Team if you want to make significant changes to the project / service and spend the funding on very different things, or if you are having difficulty in delivering the project.

Nottinghamshire County Council

The Organisation agrees to repay the Award to the Council if:

- The Organisation does not deliver the agreed project.
- The Organisation is delivering the project in a negligent manner.
- The funding duplicates funding from another funder.
- The Organisation deliberately provided false or misleading information to the Council.
- The Organisation becomes insolvent or goes into administration, receivership or liquidation, and the funding has not been on its intended purpose.
- The Council pays an incorrect amount which is more that the intended Award.

If agreed in writing by the Council, the Organisation may be entitled to retain the unspent money to use for charitable purposes as agreed with the Council.

Feedback

To show how the Award (public money) has been spent, when requested, the Organisation agrees to provide information to the Council about the project, such as the number of people who benefited from the project. We will be in contact in Spring with further details about how to voice the impacts your project has had on your local community.

Appendix 1: Sharing Your Story

Tips for taking photos:

- Keep it simple.
- Is there a prop or sign you could use to help bring the photo to life?
- Take several photos in both landscape and portrait, as the latter often works best for social media use.

Tips for taking video clips:

- Record in landscape.
- A smart phone is fine – you don't need any expensive equipment!
- Keep it short – 15-20 seconds is the ideal length.
- Capture a comment from someone describing how the funding has made a difference to them (ask the person to look at you and not at the camera).
- Have something visual in the background which will further tell the story of how the funding has benefitted the community.

Appendix 2: Food Projects

- Projects involving food must be registered with their Local Authority's Environmental Health Team. You can register for free online.
- If you are already registered but plan to change your food operation to include delivery, or any other significant change, for example supplying vulnerable groups, you will need to inform your Local Authority's Environmental Health Team.

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