

# Neighbourhood Small Grant Programme 2025/26: Conditions of Grant

1. The project/proposal needs to be delivered in Newham and must benefit Newham residents
2. Funds granted must only be used for the purposes set out in the application form or approval correspondence unless Newham Council agrees on changes in writing.
3. The project organisers shall not use any part of the Council's grant to support any political party or engage in publicity that could reasonably be regarded as designed to affect support for a political party.
4. Funds may not be used to promote any religion or for religious ideology.
5. Funds may not be used to purchase alcohol or used for any form of gambling.
6. Grants may not be used to subsidise fundraising activities.
7. Individual items of equipment purchased with Council funding may not be sold, auctioned or given away.
8. Any individual item exceeding £500 must be insured and shall become the property of Newham Council if the project or group folds within two years of receiving the award. For example, laptop, computers, camera etc.
9. The grant cannot be used for expenditures made before your formal grant offer notification date.
10. If the applicant has failed to submit the required monitoring information from previous Council funding, the Council will not consider any new application until this has been rectified and may pursue retrieving the grant money.
11. Council support should be acknowledged in project literature as appropriate. This includes the use of approved logos.
12. A Council officer will be assigned to the funded project to provide liaison as necessary. This officer must be informed of the progress or changes in the project.
13. Any allocation from this grant programme must be spent and accounted for within eight weeks of completion of the project. You must submit monitoring information and proof of expenditure within three months of completing the project.
14. Proper financial and accounting records must be maintained for seven years after the project's completion.

15. Monitoring information must be provided as specified in the grant offer notification and access given to the project at all reasonable times so that Council officers may provide development support and perform monitoring and evaluation duties as appropriate.
16. The project must be inclusive for all residents of the Newham community and ensure it has regard for equal opportunities and fair access.
17. No organising group or Management Committee member shall receive salary payment for services from this grant.
18. Any unspent money must be returned to the Council immediately.
19. Funded projects will be expected to share information on their activities, outcomes and achievements as and when required by the Council.
20. The project organiser is responsible for planning a safe programme. This includes, but is not limited to, Health & Safety, Risk Assessments, Safeguarding, DBS checks and adequate insurance.
21. The grant recipient is responsible for maintaining the Safeguarding process, which must be clearly expressed in the organisation's Safeguarding Policy.
22. The project organiser must comply with all legal requirements about employment, insurance, health and safety, child and vulnerable adult protection, service delivery, premises and other relevant matters.
23. All staff and volunteers working unsupervised and directly with older people, young people and those considered vulnerable must have a current Enhanced DBS check in place.
24. The Council will not make any payments for preparation work leading up to the grant submission. Applicants will prepare the bid at their own risk and cost.
25. The Council makes no guarantee that organisations will receive a grant.
26. The Council reserves the right to claw back the grant sum if the project is not delivered according to the approved grant application or if any changes are made to the project without the prior written consent of the Council.
27. A breach of any conditions will trigger the Council's right to clawback or suspend the grant sum.
28. Successful applicants may be asked to provide two letters of support or references from an established organisation or person of professional standing before the grant can be released.