



Commissioner's Crime Prevention Grant

Standard Conditions

1. The implementing organisation (the Organisation) must comply with these terms and conditions and undertake to use the grant wholly and exclusively for the purpose specified in the Letter of Agreement, Memorandum of Understanding, Delivery Agreement, Service Level Agreement or Contract. The Organisation must ensure that best value for money is obtained.

2. The following types of expenditure are not eligible for expenditure and must not be included in any grant claims submitted to the Commissioner in respect of this Agreement:
 - Contributions in kind
 - Activities of a political or exclusively religious nature
 - Depreciation, amortisation or impairment of fixed assets
 - VAT reclaimable from HM Revenue and Customs
 - Interest payments or service charge payments for finance leases
 - Gifts other than promotional items with a value of more than £10 in a year to one person
 - Entertaining
 - Statutory fines, criminal fines or penalties
 - Retrospective funding

For further detail please refer to the Budget Guidance contained within the Guidance Notes and Information document

3. Monitoring and grant claim forms must be completed and returned to the Office of the PCC (OPCC) within 10 working days of the quarter end date.

4. The accounting procedures for expenditure must be project specific and should not be consolidated into other financial records.

5. All supporting documentation, including receipts, invoices and other relevant source documents must be retained by the Organisation for six years after the end of the period of this Agreement and must be available for inspection by Office of the PCC or appointed auditors or the National Audit Office.

6. Grants will not be paid to projects that do not comply with reasonable and proportionate monitoring processes.
7. Annual accounts must be produced by any organisation in receipt of these grants.
8. An inventory must be maintained of all capital assets acquired through this expenditure. Individual assets costing £500 or greater must be recorded on an Asset Register Form.
9. If assets are disposed of, having been purchased using grant funding, the Organisation must inform the OPCC, who will solely determine how the proceeds of the sale are to be dealt with.
10. It is the responsibility of the Organisation to keep the PCC informed of any changes to the Project. Any changes to the Project are subject to written consent from the Commissioner.
11. If the Organisation receiving grant funding is dissolved or disestablished, the unspent amount of the grant and any assets purchased by the project using grant funding will become repayable in full or in part as determined by the Commissioner.
12. All funding awarded must be defrayed (spent and left the bank account) by the end of the grant award period.
13. The OPCC will be notified at the earliest opportunity of any potential or actual under spends or over spends of the Commissioner's Funding.

14. Any funding not fully utilised will be returned to the Commissioner as early as possible. Any funding not utilised may be re-allocated to another recipient by the Commissioner.
15. Over spending of the Commissioner's funding will not be permitted without prior written approval by the OPCC.
16. The Organisation is required to co-operate with requests for information, including information for promotion and publicity purposes, which may be made from time to time by the Commissioner or any organisation appointed by the OPCC to evaluate projects.
17. All Projects must acknowledge the support of the Commissioner in all publicity.
18. It is the responsibility of the Organisation to insure items purchased/refurbished/built, against loss and fire in addition to any other statutory insurance obligations.
19. The Organisation shall comply with all statutory requirements, other laws and regulations relating to the project and its operation including health and safety, child protection, data protection, and all race, sex and disability discrimination.
20. All individuals working with young people must be CRB checked. It is the Organisation's responsibility to ensure these checks are completed. No person should work with young people until a CRB check has been completed.
21. Any award made must ONLY be used for purposes for which the grant was awarded.
22. Bank details must be available in the name of the Organisation, requiring two unrelated signatories.

23. The grant scheme provides additionality (the project goes beyond business as usual and / or would not be possible without the funding from the Commissioner).
24. The Organisation shall be responsible for maintaining and for submitting Monitoring Information at agreed milestones and at the end of the project. Failure to submit monitoring information could lead to the withdrawal or suspension of the grant award.
25. Payment of grant monies will normally be made in staged payments at each agreed milestone following the timely submission of monitoring information that sufficiently demonstrates and evidences clear delivery of the agreed outcomes. Up-front payments may be made in certain circumstances.
26. No funding from other sources will be received for those items detailed in the Application Form which would constitute double funding.
27. The Commissioner is subject to the Freedom of Information Act 2000. This law gives the general public the right of access to information held by the Commissioner. Some information may be exempt from disclosure such as bank account details. The Commissioner will consult with third parties who supplied the information but the final decision on the release of the information rests with the Commissioner.
28. The Organisation shall not commit the Commissioner, without his prior approval, to funding any expenditure beyond the agreed funding period (e.g. by entering into leasing arrangements or insurance policies).
29. The Commissioner reserves the right to amend or add to the conditions above at any future date.