



## Terms and Conditions of Member Awarded Funding (MAF)

This document should be read in conjunction with the Principles and Processes of the MAF scheme which can be found on the [MAF webpage](#).

### MAF Terms and Conditions

- 1 The MAF award can only be used solely for the purpose detailed in the application and must be spent within twelve months of being awarded.
- 2 South Gloucestershire Council must be informed when the project has been completed and the award has been spent.
- 3 If the project requires planning permission or other consent, this must be obtained and evidence submitted to South Gloucestershire Council before funding can be released. All planning permissions and conditions must be complied with.
- 4 It is a requirement that full financial records of the project are kept by the organisation showing how the award has been spent and these must be made available to South Gloucestershire Council on request.
- 5 The organisation must demonstrate a commitment to equalities at all times. The equality impact of the project must be monitored by the organisation and results will form part of the monitoring requirement.
- 6 It is a requirement that the organisation must complete a monitoring form at the end of the funded term or within a year of the award being made; failure to complete this form may jeopardise future funding. Results will be reported back to the awarding Member(s).
- 7 The organisation must work within the law at all times.
- 8 The organisation must arrange sufficient insurance cover including public liability insurance to an adequate level of indemnity.
- 9 The organisation must satisfy itself that it has appropriate and adequate health and safety arrangements in place.
- 10 In the event that an organisation becomes unable to deliver the agreed work, South Gloucestershire Council must be informed immediately. In such

circumstances the Council may wish to claim back all or a percentage of the original award.

- 11 If any asset purchased by the award is subsequently sold then the money received must be paid back to South Gloucestershire Council.
- 12 If any of the terms and conditions of the MAF process are breached or an organisation commits any breach of faith or misrepresentation then South Gloucestershire Council may require repayment of part or all of the award.
- 13 South Gloucestershire Council cannot claim back the VAT on behalf of an organisation.
- 14 Any unused monies must be returned to South Gloucestershire Council at the earliest convenience or within one year of the award being made.
- 15 Any publicity material arising from the project should include an acknowledgement of funding from South Gloucestershire Council that states, **` This project has received funding from South Gloucestershire Council'.** The Council logo is available on request.

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