



Fairford Town Council
The Fairford Community Centre
High Street
Fairford
Gloucestershire
GL7 4AF

Project reference: 20223847

01/11/2023

Hello Vanessa

We're going to fund your project!

We're happy to tell you that we are going to fund your RC South West Region application for National Lottery funding. We want to give Community Youth Work £89,962 over 3 years.

Please read the information below before you sign and send us the things we need
Make sure you're happy with all the information and the terms before you sign by reading over:

- the information about your project
- the difference your project aims to make
- how to share the good news about your funding
- our terms and conditions (so you know what you're agreeing to when you sign at the end)

What happens after you've sent us everything we need

After we've got your signed agreement (with the terms and conditions attached) your funding officer will contact you.

You'll be able to talk through when you'd like to start your project, your funding payments and dates, and any next steps. Your funding officer will be happy to help you with any questions too.

What happens if you don't get back to us on time

We may withdraw the funding we've offered your project if you don't send us back this signed agreement by **01/12/2023** and you have not been in touch to let us know you aren't able to meet this date.

If you know you cannot get it back to us by this date, let us know as soon as you can.

And last, but not least - well done

Congratulations again on your funding. Thank you for everything you do to support your community.

Best wishes,

A handwritten signature in black ink, appearing to read 'Jon Eastwood', written in a cursive style.

Jon Eastwood
Deputy Director England

Read your project summary and aims before signing the agreement

Information about your project

Your whole project is going to cost £125,700. We've said we'll give you £89,962 of this over 3 years.

The difference your project aims to make

As part of your application you told us the difference you wanted to make:

The Town Council partners in this project are the first tier of Local Authority and responsible for community wide coordination on a range of issues either by way of duty or power. There is no requirement on either authority to provide youth support but the project has been picked up in response to local feedback and the loss of universal youth provision through the county authority, the post pandemic issues that have impacted upon C&YP in particular and the relative lack of opportunity and amenity for C&YP locally.

The project is in keeping with the powers of first tier LAs and is an appropriate response to local conditions.

The difference the youth service will make includes:

C&YP

The project will improve physical, mental, social & sexual health of the young people and help them to make better life and behavioural choices towards releasing their potential.

A reduction in risky behaviours at home, among their peers, in life and at school.

Young people accessing employment or further education

Young people are equipped with tools, techniques and knowhow in building resilience to face their futures, create positive coping strategies and be leaders in their generation.

Addressed and supported severe mental health issues around youth suicide, eating disorders and self-harm.

Improving academic success through providing study support

Reducing exclusions by engaging with schools and colleges

Are better able to manage life transitions including secondary school

VOLUNTEERS

Built confidence and self-esteem through volunteering that enhances their community

Volunteers will gain skills and be confident in supporting young people

WIDER COMMUNITY

It is envisaged that the project will be the foundation for long-term positive relationships in the community.

Positive community activities preventing anti-social behaviour and engaging in restorative justice

Evidence of impact will be drawn from the The Door who are experienced youth providers with established recording measures of both qualitative and quantitative data and these will be combined with relevant case studies all of which will be conveyed to the TCs on a quarterly basis. This will be augmented by feedback received from volunteers, through councillors and officers and gathered informally through some of the events that are planned.

Awarding funds from The National Lottery

The partners will share their learning both with groups and organisations across the two towns but also within the Cotswold Youth Network a cross district group which has a membership in the region of 40 organisations.

We expect you to monitor the impact your project is having on your community. We also want you to record your progress towards meeting your aims.

We know things can change and develop as the project does. Your funding officer will talk to you about what to do if things change.

We've included our terms and conditions

When your senior contact signs this agreement (which is made up of this grant offer and our terms and conditions), your organisation is agreeing to our terms and conditions. If your organisation fails to meet them, and/or our reporting requirements, we might suspend payment of the grant and/or take legal action to recover all or part of the funding (which we also call your grant).

Read the terms and conditions over so you know what you're agreeing to. And hold on to a copy so you can look back on them whenever you need to.

This funding is also subject to the following extra terms and conditions:

You will provide us with written confirmation that the matched funding of £70,292.87 detailed in your application form is in place and ready for you to use for this project delivery, and you will promptly inform us in writing if there are any changes to the provision of this funding.

Before we pay any grant funds to your organisation, you will enter into a signed project delivery agreement, with Lechlade-on-Thames Town Council and The Door Youth Project, within 6 months of this grant offer. You are responsible for checking your partner/s are financially stable and have appropriate governance arrangements in place. You must ensure that your partner/s accept and comply with our Terms and Conditions and follow any guidelines issued by us. If they fail to do so, we may exercise our rights including to terminate the grant and/or require repayment.

Who should sign the agreement

The person you named as your senior contact in your application should sign the agreement. They must be least 18 years old and hold one of these senior positions:

Types of organisation	Senior Contact's role in the organisation
Organisations incorporated under the Companies Act (including if your organisation is <u>also</u> a registered charity)	<p><i>If you're a company we need two senior contacts to sign the agreement, they can be:</i></p> <p>A Director and the Company Secretary</p> <p>Or</p> <p>A Director and another Director</p>

	The two people signing cannot be related.
Charitable Trusts and Charitable Incorporated Organisations	Trustee
Local authorities and statutory health bodies	Chief Executive or Director
Schools	Headteacher
Town or parish councils	Clerk to the Council or Office Bearer
Community councils (Scotland only)	Chair
All other types of organisations	Chair, Vice Chair, Treasurer or Trustee

How to share the good news about your funding

Celebrate with your community

You should share the good news with your community and your local MP:

- [Tell the world about your funding via social media](#)
- [Get in touch with your local press](#)
- [Download our logo to tell people about your National Lottery funding](#)
- [Order free plaques, stickers, bunting and more](#)

We encourage you to keep telling everyone about the difference your project is making throughout the life of your funding.

Sharing news about your project with your community can be a great way to keep them involved and engaged.

We'll share the news about your funding too

We'll publish the good news on our website and share it with the media.

We've set out more information about how you can use The National Lottery Community Fund logo in Annex 1 below.

Now you've read all the above, we need:

- **your senior contact to sign the agreement** (which is made up of this grant offer and our terms and conditions)
- **an emailed copy of a photograph or photocopy of a recent bank statement for the account** that you would like the funding paid into; [this is the information we need to see](#)
- **Your signed agreement.**

Email to: ciaran.murphy@tnlcommunityfund.org.uk

If you want to send by post, contact your Funding Officer.

This should be returned to us by 01/12/2023.

Keep a copy of your agreement and terms and conditions (for your records). [You can find more information on what happens next on our website.](#)

Project details

Organisation name: Fairford Town Council
Project name: Community Youth Work
Project Reference: 20223847

Agreement

I am/we are authorised on behalf of the organisation named above to accept this offer of grant on the terms and conditions stated.

Senior contact (named in your application process)

First name (in full)	Last name
Vicky	Lipscombe-Kettel

Position in organisation

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Signed	Date

Annex 1

Information about using The National Lottery Community Fund logo (“Beneficiary Logo”)

Our Beneficiary Logo is made up of The National Lottery crossed fingers and the words “Community Fund.” The Gambling Commission owns the trademark for the crossed fingers part.

You're hereby granted a right to use our Beneficiary Logo, for the purposes of promoting your National Lottery funded project. This permission is personal to your project, and you cannot transfer any of your rights to another person or project.

We might share your details with Camelot UK Lotteries Limited, and The Gambling Commission, in order to fulfil our obligations under our agreement with Camelot. We have the right to end your permission straightaway to use the Beneficiary Logo, at any time and for any reason. This might be in the following circumstances:

- if Camelot or the Gambling Commission ends our permission to use it
- if you do not comply with our guidelines
- if your grant from National Lottery funds is withdrawn, suspended or terminated.

When this permission ends, you must stop using the Beneficiary Logo immediately.

Awarding funds from The National Lottery

If you have any questions about publicising your grant email us at branding@tnlcommunityfund.org.uk

Standard Terms and Conditions for RC South West Region

In these terms and conditions, The National Lottery Community Fund is referred to as “us” or “we”, and the organisation that is awarded a grant is referred to as “you”. We refer to the project, event or activity described in your application, or as otherwise agreed with us, as “the project”.

1. By accepting this grant, you agree to:

- 1.1. hold the grant on trust for us and use it only for your project;
- 1.2. use the grant only for costs incurred after the date of your grant offer letter and only during the term of the project as agreed with us;
- 1.3. start your project and draw down the first instalment of the grant within six months of signing the grant offer letter, unless otherwise agreed with us;
- 1.4. provide us promptly with any information and reports including relevant monitoring information we require about the project and its impact on your community, both during and after the end of the project;
- 1.5. work with any third party we may contract with or appoint for the benefit of the project and/or this funding programme;
- 1.6. obtain our written consent before making any significant changes to your project or to the status, ownership or constitution of your organisation;
- 1.7. let us know promptly about any significant issues or delays with your project or about any fraud, other impropriety, mismanagement or misuse in relation to the grant or any legal claim and/or investigation made or threatened against you, any member of your governing body, or any organisation, employee or volunteer working on the project;
- 1.8. act lawfully in carrying out your project, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us in relation to the programme or use of the grant;
- 1.9. advance equality of opportunities in line with the law and any guidelines issued by us;
- 1.10. if the grant is for a salary of a new post, advertise the vacancy externally unless otherwise agreed with us, and carry out a fair and open recruitment process in line with the law and any guidelines issued by us;
- 1.11. acknowledge National Lottery funding using our logo in accordance with the relevant guidelines for recognising your grant, which can be found on our website <https://www.tnlcommunityfund.org.uk>;
- 1.12. hold the grant in a UK based account or building society account, which is in the legal name of the organisation that is applying for funding from The National Lottery Community Fund;
- 1.13. adhere to our guidance at <https://www.tnlcommunityfund.org.uk/funding/financial-governance> on financial controls and banking arrangements, ensuring that no single individual has sole responsibility for any single transaction from

- authorisation to review and completion, and that the account is managed by at least two unrelated and authorised individuals in your organisation;
- 1.14. treat the grant as restricted funds in your annual accounts using the reference “the National Lottery Community Fund” and the programme name “RC South West Region”, and if required by us, open a separate designated bank or building society account for each grant from us for the sole purpose of receiving and administering that grant;
 - 1.15. immediately return any part of the grant that is not used for your project or that has not been spent by the end of the project, as agreed with us;
 - 1.16. comply with our safeguarding policy for grant holders, which is available on our website at <https://www.tnlcommunityfund.org.uk/about/customer-service/national-lottery-community-fund-policy-for-granholders>;
 - 1.17. have an appropriate written whistleblowing policy and procedure/s in place, ensure the policy and/or procedures are publicised internally and ensure that staff are trained on its principles and operation, review and update your whistleblowing policy and procedures at least every two years;
 - 1.18. comply with all applicable data protection legislation including the General Data Protection Regulations 2018 (GDPR) and the Data Protection Act 2018 and, where appropriate, you will obtain the consent of your beneficiaries to enable us to receive and process their Personal Data in connection with the project and for us to contact them;
 - 1.19. keep accurate and comprehensive records about your project both during the project and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant such as original paper or electronic receipts, invoices, and bank statements;
 - 1.20. We may commission research into and/or evaluation of your funding. You confirm that you will co-operate with any research or evaluation related activities which we carry out and further confirm that we may use any part of your application and/or project information for research or evaluation purposes;
 - 1.21. allow us and/or the Comptroller and Auditor General reasonable access to relevant premises and systems to inspect the project and grant records. You agree that it may be necessary for you to share relevant Personal Data (as defined in the GDPR) with us in order to fulfil your obligations under this clause. You will be transparent about your obligations under this clause with your beneficiaries (Data Subjects (as defined in the GDPR)) and ensure you have a lawful basis to share any relevant Personal Data with us in order to comply with this clause;
 - 1.22. us publicising and sharing information about you and your project including your name and images of project activities. You hereby grant us a royalty free licence to reproduce and publish in any format any project information you give us. You will let us know when you provide the information if you don't have permission for it to be used for these purposes; and
 - 1.23. if your project is being delivered in Wales, enable people to engage in both Welsh and English, treating both languages equally. Welsh speakers must be

able to access information and services in Welsh and all materials must be produced bilingually.

- 2. If any part of the grant is used to buy goods or services, or to buy or develop intellectual property, costing more than £10,000 you will:**
 - 2.1. carry out a competitive tender for the goods and/or services and comply with UK and EU procurement rules if applicable to you;
 - 2.2. use assets purchased or enhanced using the grant only for the project and keep them safely, in good repair and condition and adequately insured for the life of the project and any subsequent asset monitoring period specified in the relevant guidelines;
 - 2.3. protect any intellectual property rights purchased or developed using the grant and not commercially exploit these rights without our prior written consent; and
 - 2.4. obtain our prior written consent for any disposal of assets purchased, developed or enhanced using the grant and if required, pay us a share of proceeds from such disposal.
- 3. You acknowledge that we are entitled to suspend or terminate the grant and/or require you to repay all or any of the grant and/or impose additional conditions in the following situations. You must let us know if any of these situations have occurred or are likely to occur.**
 - 3.1. You use the grant in any way other than as approved by us or fail to comply with any of these terms and conditions, or any additional conditions set out in our grant offer to you.
 - 3.2. You fail to make good progress with your project or are unlikely in our view to complete the project or achieve the impacts agreed with us.
 - 3.3. You have match funding for the project withdrawn or receive or fail to declare any duplicate funding for the same project costs as funded by the grant.
 - 3.4. You provide us with false or misleading information, either on application or after award of the grant, act dishonestly, or if you or anyone involved in the project or your organisation is under investigation by us, a regulatory body or the police.
 - 3.5. You do or fail to do anything that brings us or the National Lottery into disrepute, or which we consider for any reason puts public funds at risk, or we terminate or suspend any other grant we have given you.
 - 3.6. You enter into, or in our view are likely to enter into, administration, liquidation, receivership, dissolution or, in Scotland, have your organisation's estate sequestrated.
 - 3.7. You receive any grant money incorrectly either as a result of an administrative error or otherwise. This includes where you are paid in error before you have complied with your obligations under these terms and

conditions and Offer Letter. Any sum, which falls due under this paragraph 3.7, shall fall due immediately. If you fail to repay the due sum immediately, or as otherwise agreed with us, the sum will be recoverable summarily as a civil debt.

4. You acknowledge that:

- 4.1 by accepting this grant:
 - 4.1.1. you confirm that the information in your application has been authorised by the governing body of your organisation;
 - 4.1.2. your organisation is able to deliver the project described in your application; and
 - 4.1.3. the grant is not consideration for any taxable supply for VAT purposes;
- 4.2. the grant is for your use only and you may not share or transfer the grant (or any part of it) to anyone else unless approved by us. If we agree to you sharing or transferring the grant, you are responsible for ensuring that your partners and other recipients of the grant accept and comply with these terms and conditions and follow any guidance issued by us. If they fail to do so, we may exercise our rights in clause 3, including to terminate the grant and require repayment. You must enter into a legally binding agreement, with anyone with whom you share the grant and provide us with a copy on request;
- 4.3. if any part of the grant is used to buy or build, refurbish, extend or alter buildings or land or to purchase or enhance vehicles or equipment you must comply with our additional capital grant conditions;
- 4.4. we will not increase the grant if you spend more than the agreed budget on your project and we can only guarantee the grant as long as the National Lottery continues to operate and we receive sufficient funds from it;
- 4.5. the grant comes from public funds and you will not use it in a way which does not comply with the UK's international subsidy control commitments effective from 1 January 2021. If the grant is deemed to be unlawful subsidy, you will repay the entire sum immediately. If you are concerned about subsidy control commitments, you will seek independent legal advice;
- 4.6. we have no liability for any costs or consequences incurred by you or third parties that arise either directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law; and
- 4.7. These terms and conditions will continue to apply for (i) one year after payment of the last grant instalment; or (ii) until the project has been completed; or (iii) for as long as grant monies remain unspent, whichever is the longer. Clauses 1.4, 1.11, 1.12, 1.13, 1.14, 1.15, 1.18, 1.19, 1.20, 1.21, 1.22, 2.2, 2.3, 2.4, 4.3, 4.5, 4.6 and 4.7 shall survive termination or expiry of these terms and conditions.

