Origin Housing Community Fund

Terms and conditions

1. The grant will only be spent on the purpose detailed in the application unless otherwise agreed in advance by Origin Housing in writing.
2. The grant must be used within six months of receipt, unless otherwise agreed in advance with Origin Housing in writing.
3. In exceptional circumstances, the grant can be withdrawn or withheld at Origin Housing's discretion.
4. Any part of the grant that is not used for the project must be refunded back to Origin Housing.
5. Repayment of the grant can be required at the sole discretion of Origin Housing if:
    - Origin Housing finds that any false information has been supplied
    - the work undertaken is not the work for which the grant was approved (if Origin Housing has not been informed of, and approved, these changes in accordance with point one);
    - the grant has not been spent within six months of receiving it unless otherwise agreed by Origin Housing;
    - your organisation becomes insolvent or goes into administration, receivership or liquidation, and the grant has not already been spent on its intended purpose, or;
    - There is any other breach of any of the conditions in this form.
6. The grant is made on a 'one-off' basis and does not carry any commitment to future funding.
7. The project must be **delivered within 1 mile of our properties** and engage Origin residents through targeted promotion with impact demonstrated through reporting of **number of beneficiaries that are Origin residents**.
8. The project leader needs to return completed evaluation, monitoring forms and financial breakdown of how the grant was used **no later than one month** after the end date of the project **if the project duration is less than 6 months**. We require a 6 month progress report for **projects that are 12 months long (highlighting total number of beneficiaries, number of Origin residents and progress so far with few pictures)**. Failure to do so will make the organisation ineligible for future grants. **A template monitoring form to be used for reporting at the end of your project have been attached to this award letter.** Monitoring and evaluation reports should be submitted by email to community.development@originhousing.org.uk
9. The Origin Housing logo will be attached to all publicity materials and shared with Origin Housing.
10. Origin Housing may use your name in any publicity material.
11. The project shall comply with any legal obligations that may be relevant to carry out the scheme, such as planning, licensing, employment, health and safety, insurance and equal opportunities legislation.

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12.   Origin Housing reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.

13.   Any Value Added Tax (VAT) payable by your organisation is your responsibility and Origin Housing shall not be obliged to pay any additional amount.

14.   Origin Housing requires all organisations signing for an award to hold the following documentation. By signing this form, you hold the relevant documents for the project, and your organisation agrees to provide these to Origin Housing if it is deemed necessary before project commence. Full payment may be delayed if all the necessary documents are not provided.

  o Public liability insurance
  o Evidencing that all staff and practitioners are DBS checked to the required standards for the project being undertaken.
  o Risk Assessment
  o Quotation to support listed expenditures on the application

15.   A bank account is in operation into which payment can be made. We cannot pay into individual bank accounts; if your group does not have an official bank account, you will need to ask an organisation to hold the money for you. Ask us for a form to be completed by holding organisation and your organisation. If you are applying as an individual resident with no resident group with a bank account in your area, we may have to hold money for you (contact us if you need help with this).