



East Midlands Synod Mission Fund

Terms of Grant

1. Following careful consideration, the Mission Fund of the URC East Midlands Synod is pleased to award a grant to you*. This grant is subject to the general terms and conditions which are set out below. Any deviations to these will be set out in your grant letter. By accepting the receipt of funds to your church or project bank account you are deemed to have accepted these terms and conditions.

If you do not meet all the requirements set out in this document and any letters from us, we reserve the right to reclaim or withhold some, or all, of the grant at any time.

Use of Grant and Reporting time delays

2. The grant may be used only for the purposes outlined by you in your grant application which was approved by the Mission Fund panel. If there are any specific restrictions then these will be contained in your grant letter. If you are unable to use the grant for the specific purpose for which it was intended please contact the Synod Office before spending any portion of the grant.

3. The grant offer stands for 24 months from the date of the offer. In exceptional cases, the Panel may be able to extend this period, but would need to know the reasons why the project had been so delayed at least 3 months in advance of the 24 month expiry date.

4. We* understand that projects sometimes change as they develop. The panel would (also) need to know if there has been any change in management of the project, or if a change in management is expected within six months of the Panel meeting to discuss the extension. In the case of such change, the alternative management arrangements should be notified to the Panel for consideration and approval.

5. If any significant changes are likely to be made to the project's scope, scale, or personnel before or during implementation, or if the project's timetable is delayed, it is important to inform us immediately and to obtain approval for any variations. Where changes are made without our agreement, we may consider reclaiming any funds that have not been used for the intended purpose.

6. You agree to use reasonable endeavours to deliver the project and complete it on time. You agree that you are responsible for compliance with statutory good practices including but not limited to: data protection; planning and building consents; employment obligations; safeguarding of children and adults at risk; health and safety.

Reporting on the Project

7. We require a progress report to be submitted within 12 months after your grant was made (even if you have been unable to start your project) and every subsequent year on the same date until the close of your grant period when a final report must be submitted. In some circumstances we may ask for more frequent reports and for specific conditions to be met. Release of any further instalments is conditional upon satisfactory reporting.

8. Your report should give us evidence of how the grant has been spent and what has been achieved. Please supply your interim or final accounts and tell us, in particular:-

- a) How has God's mission been furthered by what you've done?
- b) What has changed as a result of the project?
- c) What have you learned which can be shared more widely?

9. On completion of a project, any unspent portion of the grant must be returned to us. If, once you have received the money, you envisage the timescales of your project changing, you must contact us straight away to explain the situation and request approval for any extension to the terms of the grant.

How the Grant is distributed

10. In some instances the Mission Fund may offer a grant to be paid when specific conditions have been met (for example when you have raised a certain level of funds). In this instance you will receive a pledge letter which will outline what the conditions are. At the point you believe you are eligible to receive the pledged funding, grants should be claimed in a letter (emailed or posted) to the Synod Office supplying evidence that the conditions have been met. Payment will only be made if we are satisfied that you are in a position to spend the money and the conditions have been met satisfactorily.

11. It is a condition of grant that your project and independent examined church accounts should be presented. If you would like assistance in complying with this term, please consult your Finance Networker.

Sharing in the Community the Source of the Grant

12. We request that the grant is acknowledged publicly within your community. It is a condition of grant that the supplied plaque is displayed in your building. How this is done is up to you so long as it is actioned in an appropriate and timely way.

13. We would like to publicise our work in supporting your work as appropriate. To this end you agree to co-operate with us in disseminating good practice and sharing success stories.

14. We are delighted to receive invitations to events related to the specific project we have supported. These should be sent to the Synod Office for consideration. We regret that it may not be possible to attend, however please do continue to let us know of events you are running as these help to keep us in touch with your activities.

15. We expect you to agree to any reasonable requests for visits and meetings with you.

*In this document: 'you' and 'your' refers to those who are legally responsible for the project funded by us and the United Reformed Church/LEP under whose umbrella your application has been made; 'we' and 'us' refers to the Mission Fund of the East Midlands Synod, together with all authorised representatives of the Fund and Synod, your first point of contact for communications being the Synod Office at:1 Edwards Lane, Nottingham, NG5 3AA; 0115 960 9241; office@urc5.org.uk