Grants for: **The Provision of Activities for Children and Young People** **(Caerphilly County Borough)**

GAVO GUIDELINES AND TERMS AND CONDITIONS

This grant aims to support, facilitate and deliver quality opportunities for children and young people across Caerphilly.

Groups who can apply:

* Unincorporated voluntary or community groups with an adopted constitution or appropriate governing document.
* A charity or a charitable incorporated organisation (CIO).
* Those based in/ and or operate within the County Borough of Caerphilly.

Things we will fund:

* Capital expenditure. For example, equipment.
* Revenue expenditure. For example, paying for sessional workers.

The maximum amount any group can apply for is £1,000 in total.

For more information, or if you require further assistance, please contact:

Bethan Moss

(Holiday Scheme Co-ordinator, GAVO)

Phone:         02921 321 511

Email:          [bethan.moss@gavowales.org.uk](mailto:bethan.moss@gavowales.org.uk)

**APPLICATION DEADLINE: 5p.m. Tuesday 31st January, 2017**

Applications and supporting documents can be received via email but must contain a free-hand signature.

"The Group understands that this is an agreement between the Group and GAVO and that it will keep to the following terms and conditions. I confirm that the group to whom this offer of funding has been made has authorised me to sign this agreement on their behalf and that the information given in the application is true and correct."

**We understand and agree the following**:

General Terms

1. We will use the monies awarded for only the Project set out in the application and approved by the Holiday Scheme Co-ordinator, following the conditions listed in these Terms and Conditions and the specific conditions.
2. Where the Holiday Scheme panel have awarded partial funding, we will only use the monies on the parts of the application that the Panel has agreed to fund.
3. If the Project is unable to go ahead, for whatever reason, we will notify the Holiday Scheme Co-ordinator immediately and will repay any funding already received.
4. We will not use the funding to pay for goods or services ordered before receiving the letter confirming the award.
5. We will not make major changes to the Project or parts of the Project funded by the Grant scheme without obtaining agreement from the panel in writing.
6. We will acknowledge the award in any annual report, AGM report and any publicity materials which this award has funded. We will include the GAVO logo in all publicity and published material.
7. We will spend the funds by **31st March** **2017**.
8. If we do not spend the entire award, we will return the unspent amount to GAVO Commissioning Project.
9. We will monitor the success of the project and supply monitoring information (including photos) as requested and complete an End of Scheme Report/Monitoring and Evaluation Report by 11 a.m on Monday the 1st of May 2017.
10. We understand that the award will not be increased if we overspend.
11. We will keep all financial records and accounts, and will make these available to the Holiday Scheme group if requested.
12. We understand that the award must be spent on the project for which it was requested and any miss-spent monies must be repaid.
13. We understand projects will be visited as part of the evaluation process for the project and information about projects funded by the scheme may be used in publicity material.
14. We understand that the Holiday Scheme panel decision is final and there is **no** **appeals process**.