



Association of Jersey Charities – Grant Terms and Conditions

The Association of Jersey Charities will only make grants where applicants meet its published grant eligibility and information requirements and grant policies. Please see links on the Association's Grants Page or request copies from the Administrator.

The decision of the Executive Committee is wholly discretionary. In the event, an applicant is rejected it will be given written reasons within 10 days of the relevant Grants Meeting.

Where the Association of Jersey Charities agrees to make a grant to an applicant then it will be made upon the following implied general terms and conditions (in addition to any specific conditions included in the Association's grant offer letter to the applicant):

1. If we make a grant offer you will need to complete and sign a Grant Acceptance and Bank Details form. This will provide us with your bank information, act as your acceptance of our grant conditions and as your confirmation that the money will be spent on the purpose approved by the Association. This form should be accompanied by a photocopy of a recent bank statement or a letter from the Member's bank confirming the name and number of the account.
2. No changes to the project may be made without our agreement. You must inform us immediately of **any proposed change** relating to grant expenditure or the organisation, even if you have not yet drawn down the grant.
3. You should send a progress report when the grant has been fully expended, at the end of each year of the grant or when the purpose for which the grant was awarded has been fulfilled (whichever comes first).
4. You should keep accurate and comprehensive financial records of the spending of the grant, and submit these with your progress report when the grant has been fully expended, at the end of each grant year or when the purpose for which the grant was awarded has been fulfilled. The grant should also be specifically acknowledged within your annual accounts for the year in which it was received.
5. The grant should be acknowledged in all printed materials that you produce about the work for which you have received funding, and acknowledged appropriately elsewhere, for example in annual reports or brochures. If you want to use our logo we can email it to you. If you want to acknowledge our grant in a press release or any other type of media coverage, please contact the Association's administrator to talk it through. You also consent to the use of your name in our own publicity material.
6. We may wish to visit to see the how our grant has been expended (this may include reviewing the work funded during the life of the grant) and you agree to do everything you can to assist us in this endeavour.
7. Any part of the grant that has been remitted and is not required for the purpose approved will be refunded to us.
8. Any grant not drawn within 2 years of the award will be written off.

9. We reserve the right to withhold a grant or require repayment if: we find that any false information is supplied to the Association; the work undertaken is not the work for which the grant was approved (and if we have not been informed of and approved these changes); your organisation becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose.
10. Where appropriate, we reserve the right to share the information you have provided with relevant parties (e.g. the States of Jersey) or other bodies funding charitable work.

We reserve the right to amend the general terms and conditions from time to time and to add additional conditions to an individual grant to take account of particular circumstances (which will be included in the grant offer letter).