

**Terms and Conditions for the use of Worthing CLC
Community Initiative funding allocated by Worthing County
Local Committee**

The following terms and conditions apply to the funding awarded in 2008/09:

- 1 Funding must be used for the single purpose specified by the Worthing County Local Committee.
- 2 Failing the express permission of the Worthing County Local Committee member overseeing the project, the funding must be used within 6 calendar months of the allocation being received.
- 3 If for any reason you no longer require all or part of the allocated monies you must contact the Worthing County Local Committee member overseeing the project so that reallocation of unspent funding may be considered.
- 4 Please include in your annual accounts report details of the funding received. The Committee reserves the right to request sight of your latest annual accounts. When requested you must provide a copy of the annual accounts within 14 days.
- 5 Organisations must provide, when requested, monitoring information to show how the allocated funding has been used, as detailed below:
 - a) Sums of less than: £200, the original receipts or invoices would be required
 - b) Sums of £200 up to £1999, the original receipts or invoices along with a verbal or written update to the Worthing Local Committee, within a period of 12 months of the funding being granted.
 - c) Sums of £2000 and above, the original receipts or invoices, an invitation to visit the project and a final report on the success or otherwise of the project required within one month of the date of completion (to be submitted to the Worthing County Local Committee).
- 6 Organisations undertaking project work which involves individuals working with young or vulnerable adults must ensure that all those involved are CRB checked and that they abide by the Criminal Records Bureau Code of Practice.
- 7 Worthing County Local Committee provides no indemnity and accepts no liability whatsoever in respect of any complaints, claims or actions arising from or associated with any project to which they have allocated funding.