



SPECIAL PROJECTS SCHEME TERMS AND CONDITIONS

The following conditions apply to all grant offers under this scheme.

General

- 1 Grants under this scheme will only be payable for work agreed in the offer letter unless a change is agreed in writing by the Chilterns Conservation Board.
- 2 No grant will be paid for any work carried out, or services provided, prior to the acceptance of the offer in writing.

Acceptance and start

- 3 The offer must be accepted in writing within 14 days of the date of the offer letter, otherwise the grant offer may be withdrawn without further notice.

Grant Claims

4. Funded works must be completed before the grant is claimed.
5. Claims must be submitted by the claim date proposed in the offer letter, unless otherwise agreed with the Conservation Board. **Late claims will only be accepted in exceptional circumstances and by prior agreement.**
6. **The grant will not be paid if conditions of the grant are not met, including late claims or missing documentation.**
7. All claims must be accompanied by a short completion report, at least 2 electronic photos of a sufficient standard to be used for publicity purposes and a copy of any leaflets or other published materials funded with the grant.
8. Claims for payment must be supported by evidence of expenditure in the form of receipted invoices, timesheets or certified statement of costs.
9. Three quotes must be obtained for all individual purchases/ contracts above £2500. Below that figure, quotes must be obtained as follows:

£1001-£2500	3 verbal quotes
£101 - £1000	2 verbal quotes
< £100	single supplier sufficient

Evidence of the above must be recorded and made available on request.

Assets

9. No assets acquired with the grant are to be written off, disposed of, or put to a different purpose than that for which the grant was paid as detailed in the offer letter, without the prior agreement of the Chilterns Conservation Board.
10. Proceeds amounting to the value of grant, from the disposal of assets acquired or improved with the grant are to be returned to the Chilterns Conservation Board unless otherwise agreed.

Acknowledgement and publicity

11. Publicity for the scheme and the project is important. Proposals for publicity and acknowledgment of the funding contribution must be agreed in advance, and acted upon. Where a launch event is to be held a representative of the Conservation Board is to be invited.
12. The Conservation Board will be free to refer to grants offered and projects carried out, and to use images provided in its publicity materials.

Public availability of reports

13. All reports or other documents produced with support from the Special Project will be presumed to be public information – and may be posted on the Conservation Board website – unless otherwise agreed prior to acceptance of the grant. Where such agreement is required by the applicant, this may affect the likelihood of the scheme being funded.

Standard of Works, Services and Facilities

14. All facilities and services grant aided by this scheme must conform to the plans and specifications or other particulars submitted to the Conservation Board and approved by it.
15. The applicant must ensure at all times that works and activities covered by the offer of grant aid conform to the relevant statutory obligations, bylaws, planning consents and building regulations.

Monitoring the success of the project

16. If requested to do so the applicant will provide a short update on the project between 9-12 months after completion.

Maintenance/ replacement

17. For a period of up to 3 years after project completion the applicant will be responsible for restoring or replacing any items funded through the grant which become damaged or lost through fire, theft, accident, storm, flood, malicious damage or other unforeseen circumstances.

Indemnity

18. The applicant shall be responsible for meeting any claims against him or her, or against the Chilterns Conservation Board, arising out of the grant aided items or services as a result of negligence or public liability.

Grants or Loans from Other organisations

19. The offer of grant is made on the understanding that, in the course of making application, the applicant will have disclosed to the Chilterns Conservation Board any financial contributions received or expected for the same purpose from any other body. If any such contributions have not been disclosed prior to the Board's offer, the Board may vary or cancel its offer to take account of them.
20. You should be aware that under EC Regulation 69/2001 ("*de minimis*" aid regulation), this is a *de minimis* aid. There is a ceiling of 100,000 euros (approx £66,000) for all *de minimis* aid provided to any one firm over a three year period. For the purposes of the *de minimis* regulation, you must retain your offer letter and these Terms for 3 years from the date on the offer letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep these documents longer than 3 years for other purposes.)"

Inspection

21. Any person authorised by the Conservation Board will be entitled at all reasonable times to enter and inspect the work in order to check that the terms and conditions of the offer are being complied with. The applicant will provide, as required, any relevant books, documents, records and audited accounts.

Breach of Conditions

22. In the event of a breach of these conditions, the Conservation Board may declare the offer to be void, or may vary the amount of grant to be paid or, where the grant or a portion of it has been paid, may require the amount paid to be repaid in full or in part.