

## Terms and Conditions

The information in this section applies to all groups that have been offered a We Love MCR Stronger Communities Grant. In addition, you must ensure that you meet any conditions specifically applying to your group which will be outlined in your offer letter.

1. The grant may only be used for the purpose specified in the offer letter.
2. If your group wishes to change the use of an approved grant, a detailed request must be made in writing to us. In such cases no additional expenditure should be incurred until the request has been considered and written permission has been given by us. We reserve the right to recover any grant that has not been used for the purpose for which it has been given.
3. If the full grant has not been used because the cost of the project was less than the grant approved, we must be informed and the balance of the grant returned.
4. Your group must have in place suitable methods for managing income and expenditure for the approved project. Original invoices and receipts must be provided for the total value of the grant awarded. Where possible, they should identify each individual item purchased, the associated cost and where it was purchased. We reserve the right to examine project accounts at any time.
5. The grant has been approved on the understanding that, where necessary, your group will be getting the permission of the landowner.
6. Your group must ensure that, where necessary, adequate insurance cover (including public liability) is taken out for the duration of the project. Items of equipment bought with the grant must be insured against loss or damage.
7. The grant is a one-off payment and does not commit us to further financial assistance for the approved project or any additional related activities.
8. All projects must provide a final monitoring report within 6 weeks of completion of the project indicating how the grant has been used and the benefits achieved.
9. We, or other interested parties, may visit projects at any time with prior notice.
10. Our support should be acknowledged in publicity or promotional material when it is appropriate to do so. A copy of the We Love MCR Charity logo is available for this purpose. The words 'This project has been supported by the We Love Manchester Charity Stronger Communities Fund' may be used in its place.
11. The grant cannot be used to make cash payments to individuals, such as to cover a salary or wage for people who are paid 'cash in hand' or used to purchase gift vouchers.

### Data Protection Notice

The details you submit on this form are confidential. The Lord Mayor of Manchester's Charity Appeal Trust will use them to assess your eligibility to receive funds from the Trust.

We may check the information you give us, or information someone else gives us about you, with other information we hold. We may also get information from other organisations such as Manchester City Council or give details to them, to check accuracy of information, to prevent or detect crime and/or to safeguard charity funds in accordance with the law.

We will not give information about you to anyone outside the Lord Mayor of Manchester's Charity Appeal Trust or Manchester City Council, or use information about you for any other purposes as

governed by the General Data Protection Regulations 2018. If you want to know what information we have about you or the way we use your information, you can contact the Trust directly.