



# Green Initiatives Grant Programme

## Terms and conditions

- This is a competitive grant programme and grant awards will be determined on the basis of merit.
- In the event that the fund is oversubscribed, only the highest scoring applicants will be considered for an award. We reserve the right to make the final decision on which projects receive support from the programme.
- All applications must be completed in full and retrospective applications will not be considered i.e. any application for funding support must be submitted and approved before the event, activity or project takes place.
- The decision on project selection will be final and there is no right to appeal.
- To be eligible for funding support from the Green Initiatives Grant Programme, the project must meet the following criteria:
  - Project beneficiaries must be Sandwich residents.
  - Applicants must be from not-for-profit organisations.
- In the case of selected projects where planning permission is sought and/or required, the full release of funding will not take place until after all permissions have been approved.
- If an organisation is satisfied that it is eligible as outlined above, it **MUST** be in a position to meet the following criteria:
  - Be committed to Equal Opportunities in terms of organisational policies and the delivery of services to those being served or represented.
  - Have a constitution / governing document that has been adopted at a public meeting showing clearly defined purposes that are for the public benefit.
  - Be accountable to local people through an established constitution, open membership, committee elections, accounting procedures and Annual General Meetings. The Office Bearing positions of Chairman, Secretary and Treasurer should be held as a minimum.
  - Be non-party political and open to the full range of local opinion. Have membership open to all those residing in the area that they seek to represent.
  - Have appropriate and adequate insurance cover for all activities and all actions proceeding such as costs, claims, demands and liabilities whatsoever,

arising from all or any of the group activities. To also ensure that any individuals or organisations worked with are properly insured.

- Ensure that all group activities abide by the law and that the necessary permissions are obtained for activities from the appropriate body/authority.
- Ensure that Child Protection Policy / Vulnerable Adults Policy and Procedures are in place and adhered to as and where appropriate.
- Have a bank/building society account and keep a proper record of group accounts.
- Be able to produce an annual statement of independently audited or certified accounts.
- Agree to all promotion, monitoring, evaluation, and training procedures as required.
- Grants will not be awarded to individuals or organisations who have substantial, demonstrable reserves
- The grant can be used for expenses that include:
  - Projects that support increased participation in physical activities
  - Coaching and consultancy fees, facilitators fees, tutors fees
  - Materials
  - Project specific equipment
  - Project specific venue hire
  - Workshops
  - Artwork
  - Minor capital works / items
- The grant cannot be used for:
  - Proposals that do not directly benefit Sandwich residents
  - General running costs of current activities
  - Insurance
  - Salary costs
  - Affiliation, entry or membership fees
  - Accommodation/hotels
  - Gifts
  - Alcohol
  - Activities promoting religious or political beliefs
  - Fundraising events
  - Retrospective expenditure where services/items have already been obtained and paid
  - Applications received after the closing date
  - Applications where the applicant will have a personal financial benefit
  - Costs that are not auditable e.g. cash payments unsupported by an approved petty cash system
  - Costs towards banking charges and/or repayment of debt
  - Costs that can be claimed back from elsewhere e.g. VAT
- If an application is not eligible it will not proceed to assessment and scoring, the applicant will be notified, and the reasons will be outlined.

- **Publicity:** It is a requirement of any group applying for funding from The 149th Open Green Initiatives Grant Programme that, if successful, they agree to take part in any promotion or publicity as deemed necessary by The R&A and its partners. It is also a requirement that, if they undertake their own publicity, reference should be made to the support they received from the fund. Please describe how you intend to publicise your project
- **Late applications:** It is the responsibility of each applicant to ensure that their application is submitted prior to the advertised time and date of closing. Applications cannot be accepted after the closing date and time. Late applications will not be considered. No exceptions will be made and there is no recourse to appeal.
- **All expenditure must be completed and claimed before 31 March 2022.**
- **Freedom of Information Act:** The Freedom of Information Act 2000 gives members of the public the right to request any information that we hold, subject to certain exemptions that may apply. This includes information received from third parties, such as, although not limited to, grant applicants, grant holders and contractors. If information is requested under the Freedom of Information Act we will release it, subject to exemptions; although we may consult with you first. If you think that information you are providing may be exempt from release if requested, you should let us know when you apply. For further information please visit the Information Commissioner's Office at [www.ico.gov.uk](http://www.ico.gov.uk).
- **Data Protection:** Dover District Council is a data controller under GDPR. We will process the personal information collected from your Green Initiative Grant application form for the assessment of the application, for the life of any grant we award you, to administer and analyse grants and for our own research.
  - Information Requirements: The personal information we process may include your:
    - Organisation
    - Name
    - Address
    - Phone number
    - Email address
  - Lawful bases
    - Our lawful basis for processing personal information is:
    - Processing is necessary for the performance of a task carried out in the public interest or in exercise of official authority vested in the controller
  - Data Sharing
    - We will give copies of your application including your personal information to The R&A and Sandwich Town Council. We share this information because the contributions to the Green Initiative Grant programme is from the R&A, Sandwich Town Council & Dover District Council and all will determine whether the grant is awarded.

- We are all joint controllers in regards to the information processed from Green Initiative Grant application forms.
  - We may give copies of this information to individuals and organisations we consult when assessing applications, when monitoring grants and evaluating the way the funding programmes work. These organisations may include accountants, external evaluators and other organisations or groups involved in delivering the project.
  - We may also share information with other government departments, organisations providing match funding and other organisations and individuals with a legitimate interest in applications and grants, or for the prevention or detection of fraud.
  - We might use the data you provide for our own research. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.
- Retention
- The personal information highlighted in this privacy notice will be kept for no longer than is necessary and will be processed only for the purpose it was collected as specified above. When personal data is no longer needed it will be deleted and disposed of securely and confidentially.
  - For further information about your privacy and rights and how Dover District Council will protect your personal information please view our corporate notice at [www.dover.gov.uk/privacy](http://www.dover.gov.uk/privacy)



Town & Cinque Port of Sandwich  
Sandwich Town Council

