



# Celebrate

## **Guide to accepting a conditional grant offer**

**Read this guide before you apply and  
refer to it alongside our offer letter**





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## ABOUT THIS GUIDE

This guide tells you what you need to do if we offer you a conditional grant from Celebrate.

You should read this guide before you apply and check that you can meet our requirements. Please also refer to this guide if we offer you a conditional grant.

Receiving a conditional grant offer is a big step towards making your project ideas a reality. It means that we want to fund your project and have set aside some funds for it. You are nearly at the stage where you can celebrate your success and start making a difference to your community.

However, before we will pay you the grant you need to confirm what you told us in your application. This means that you and a senior person from your organisation will need to sign and return our offer letter and accept our terms and conditions.

You will also need to send us some documents that allow us to check how your organisation is run. We explain what these documents are and why we need them in this guide.

**You must not start your project until we have received, checked and approved these documents and you have received a letter from us confirming the grant.**

We aim to complete our checks and write to you within 10 working days of receiving everything we have asked for.

- ✓ Use this guide to check that you can meet our requirements.
- ✓ Refer to this guide if we offer you a conditional grant.

If what you send is satisfactory we will tell you when we will pay the grant into your bank or building society account. We will also give a date when we will announce the grant to the public and the media, so you need to make sure that news of the grant is not shared or made public until then.

If what you send is unsatisfactory we will find out whether you can resolve the problem. Occasionally there may be a more serious problem. In these cases we will withdraw our conditional grant offer and write to you telling you the reasons why.



## WE ARE HERE TO HELP

**If you get a conditional grant offer you will naturally be excited to hear that we want to fund your project. However, please don't put off dealing with the paperwork!**

Remember you must not start your project until we have received, checked and approved the documents you send us and you have received a letter from us confirming the grant.

Please read our conditional offer letter as soon as you receive it, as it explains what you need to do next. Also read the checklist enclosed with the letter as it tells you what you need to send back.

If you do not understand anything get in touch with us as soon as you can.

Sometimes we find that there are problems with what we receive back, or we do not receive everything we ask for. If you return everything quickly you will have more time to sort out any problems.

We give you 20 working days to return everything we need and include a deadline in our conditional offer letter. This is because the money we have set aside for your project could be given to other projects that are ready to go ahead and can meet our requirements.

- ✓ Contact us if you have questions.
- ✓ Don't leave it until the last minute before sending everything back.

If you contact us before the deadline in our conditional offer letter and we agree that there is a good reason to extend it, we may give you up to 20 more working days to send everything we need. However, we will not extend our deadline again.

### How to contact us

Our conditional grant offer letter will include details of how to contact us.

We will do everything we can to help, so please do get in touch if you do not understand something.

Make sure you have your Project ID to hand whenever you contact us. You will find this at the top of the conditional offer letter.

**Contact us if you do not understand anything. We will be pleased to help.**

# WHAT YOU NEED TO SEND US

## What you need to send us

What we will ask you to send depends on the type of organisation you are.

Our requirements for each type of organisation are summarised in the table below. We explain each requirement on pages 6 to 12 of this guide.

If you are a branch of a larger organisation that has management and financial control over your work we also need a letter from the larger organisation accepting overall responsibility for the grant. We explain this on page 11.

- ✓ Use the table below to check which of our requirements are relevant to your organisation.
- ✓ Make sure you can get everything we need together quickly.

	Offer letter and terms and conditions	Annual accounts or 12 month projection	Bank or building society details form	Governing document
Registered charity, company limited by guarantee or community council	✓	✓	✓	
Other voluntary or community organisation	✓	✓	✓	✓
Statutory bodies and Schools	✓			

**Check which of these requirements are relevant to your organisation.**



## THE CONDITIONAL OFFER

We will send you two copies of the conditional offer letter, together with a checklist, declaration and our terms and conditions of grant.

You must return one copy of the letter and enclosures to us. Please keep the other copy for your records.

Read the terms and conditions carefully to make sure you can comply with them. If you do not understand any of them, contact us and we will go through them with you.

The declaration is where you confirm that:

- the information you put in your application form is true and has not changed since you applied
- the documents you are sending us are current, accurate and have been adopted or approved by your organisation
- your organisation has the power to accept the grant and carry out the project described in your application form
- you understand that if you make any seriously misleading statements or knowingly withhold any information, it will make your application invalid and you would be liable to repay any funds to us.

### All organisations must sign and return the conditional offer letter.

- ✓ Make sure you understand the terms and conditions of grant.
- ✓ Check that the right people sign and date the declaration.
- ✓ Send original signatures, not photocopies.
- ✓ Return the letter, declaration, checklist and terms and conditions, all stapled together.

The main and the senior contact in your application form must be different people, be over eighteen, not live at the same address and must sign the declaration. If either has changed since you applied, contact us for advice. If you are a company and your main contact is not a director or the company secretary, we will also need a third signature, from someone who is in one of these positions.

We need original signatures; we will not accept photocopies.

The letter, declaration, checklist and terms and conditions taken together form your grant agreement with us. You need to return them all to us, stapled together. Please don't send us just the declaration.

**Contact us if you do not understand anything. We will be pleased to help.**



## YOUR ORGANISATION'S ACCOUNTS

We will ask you to send us your organisation's latest accounts. These must be signed and dated by your chair, secretary or treasurer (and by your auditor or independent examiner where appropriate).

We will check that the figures in your application form match those in your accounts.

If your organisation has been running for less than 15 months you may not be able to give us your accounts, so in these cases we will accept a 12-month financial projection for the year when you will spend the grant. Include the amount you are requesting from Celebrate under projected income and what it will be spent on under projected expenditure.

There is an example of a simple set of accounts on the next page. If you are a large organisation your accounts will be more complex.

Charities in Scotland must meet the requirements of the Charities Accounts (Scotland) Regulations 2006. You can find more information on Scottish Charity Accounting on the Office of the Scottish Charity Regulator website [www.oscr.org.uk](http://www.oscr.org.uk)

Companies must meet the requirements of the various Companies Acts. For more information on accounting regulations for companies visit the Companies House website [www.companies-house.gov.uk](http://www.companies-house.gov.uk)

### All organisations except statutory bodies and schools must send us their latest accounts.

- ✓ Check that your accounts show a summary of all your income and expenditure.
- ✓ Check that the name of your organisation is on your accounts.
- ✓ Make sure your accounts have been signed by the right people.
- ✓ If you have produced a new set of accounts since you sent us your application, please enclose them as well as the accounts that give the figures you put in your application form.

We recommend that voluntary organisations that are not registered charities also follow the Office of the Scottish Charity Regulator guidance on how to produce annual accounts.

If your organisation's governing documents set out extra requirements (for example, that your accounts will receive a full audit) then your accounts should meet these requirements.

**Check that your accounts have been signed and dated.**

# YOUR ORGANISATION'S ACCOUNTS

## Income and expenditure account for year ended 31 March 2012

	Unrestricted	Restricted*	2012
	£	£	£
<b>Income</b>			
Hire of bikes	627	-	627
Fund raising	1,027	-	1,027
Donations	555	-	555
Bank interest received	12	-	12
Grants	-	2,000	2,000
<b>Total incoming resources</b>	<b>2,221</b>	<b>2,000</b>	<b>4,221</b>
<b>Expenditure</b>			
Publicity	120	-	120
Grants (trips)	-	1,500	1500
Post and stationery	93	-	93
Insurance	205	-	205
Volunteer expenses	580	-	580
<b>Total resources expended</b>	<b>998</b>	<b>1500</b>	<b>2,498</b>
<b>Net income for the year</b>	<b>1,223</b>	<b>500</b>	<b>1,723</b>
Total funds at 1 April 2011	550	-	550
<b>Total funds at 31 March 2012</b>	<b>1,773</b>	<b>500</b>	<b>2,273</b>

## Balance sheet at 31 March 2012

<b>Fixed assets</b>	<b>0</b>
<b>Current assets</b>	
Bank and cash	2,273
<b>Current liabilities</b>	
Creditors: (amounts due within one year)	0
<b>Net assets</b>	<b>2,273</b>
<b>Funds</b>	
Unrestricted funds	1,773
Restricted funds	500
<b>Total funds</b>	<b>2,273</b>

\*Restricted funds can only be used for a specific purpose

Signed: (Treasurer)

Date: 30 April 2012

**A financial projection** will look similar to this example but your year-end date must be 12 months from the date your project starts and you should use 'projected income' and 'projected expenditure' instead of 'income' and 'expenditure'. Your projection also needs to reflect what you think your financial position will be on the date your project starts, so if you already have some income you need to include this.





## THE BANK OR BUILDING SOCIETY DETAILS FORM

All organisations offered a conditional grant must complete a Bank or building society details form to confirm the account they want the grant to be paid into and that it meets our requirements.

If you already have a separate bank or building society account because you've had funding from us before, you can use the same account for this funding too.

**Complete the bank or building society details form carefully.**



# YOUR GOVERNING DOCUMENT

Your governing document sets out in writing how your organisation works.

It may be called a number of things, such as a constitution, set of rules or trust deed. It explains what your organisation is set up to do and how it does it.

We need to be sure that your organisation is set up properly and able to manage a grant. Considering your governing document is one way we do this.

Schools and other statutory bodies are governed by legislation, while registered charities and companies are regulated, so we do not usually need to see their governing documents. We also do not usually need to see the governing documents for churches.

For all other voluntary and community organisations we ask you to send your governing document to us if we offer you a conditional grant, so that we can check that we can fund your organisation. If we find we cannot fund your organisation we will have to withdraw our offer.

If your organisation has a membership, we will check that it is open to all and that anyone can join, unless you are able to provide a good reason in your application why this is not the case. We will usually consider proposing and seconding to be unacceptable and we expect there to be the right of appeal for anyone refused membership. We will check that your membership rules do not contravene equalities legislation and that subscription fees are not prohibitive.

Only voluntary and community organisations that are not a registered charity, company or community council need to send their governing document.

- ✓ Check that your governing document is up to date and it reflects how your organisation operates.
- ✓ Make sure a senior member of your governing body (such as your chair, vice chair or treasurer) has signed and dated your governing document.
- ✓ Check that you have not changed your governing document using correction fluid, as we will not accept it if you do.

Your governing document should include the following:

- ▶ Your organisation's name, aims and objectives.
- ▶ How it achieves those objectives.
- ▶ How its governing body is elected or appointed.
- ▶ How people can join the group.
- ▶ What will happen to the assets if the organisation folds.
- ▶ The date when the organisation adopted the governing document.

**Check that your governing document has been signed.**

# BRANCHES

Dependent branches need a letter of endorsement from their parent organisation.

- ✓ Find out who to contact in your parent organisation as soon as you can.
- ✓ Send them a copy of your application form and the conditional offer letter, checklist and terms and conditions of grant.
- ✓ Make sure the letter of endorsement is written on your parent organisation's headed paper.
- ✓ Make sure the letter of endorsement includes the name and job title of the senior officer of your parent organisation and that they sign and date it.

Independent branches of larger organisations can apply directly to us. They must have their own governing document and be allowed to manage funds and staff without referring to another body.

Dependent branches can also apply directly to us if they:

- have their own governing document (or have adopted the parent organisation's governing document); and
- produce their own annual accounts (which may be included in the parent organisation's annual report); and
- have a bank (or building society) account and are responsible for how the funds in it are spent.

If we offer a dependent branch a grant we will ask the parent organisation to accept overall responsibility for it. So you will need to get a letter of endorsement from your parent organisation and return it to us. The letter must be signed and dated by a senior officer of your parent organisation, written on its official headed paper and include the following text:

**To: The Celebrate funding manager.**

I confirm that [enter name of applicant organisation] is a branch of [enter name of parent organisation] and I am authorised to sign this letter on its behalf.

My organisation supports the application from this branch and I understand that ultimate legal and accounting responsibility for the grant will lie with us as the parent organisation.

I confirm that the answers in the application form submitted by the branch are true and accurate and that both the parent organisation and the branch will comply with the Celebrate terms and conditions of grant.

Signed

Date

Name

Job title

**Find out who to contact in your parent organisation as early as you can.**

# WITHDRAWING A CONDITIONAL OFFER

We check everything you send us and will write to you within 10 working days of receiving everything we have asked for.

Sometimes we identify a problem. It is usually something simple, such as missing information or a document that has not been signed. If this happens we will get in touch with you. Provided you returned the documents by the deadline in our conditional offer letter, we will extend this deadline by up to 20 more working days. As long as you resolve the problem by our new deadline we will confirm the grant.

Occasionally we discover a more serious problem. This is usually when the documents you have sent do not confirm what you told us in your application (for example, we find that your bank account does not meet our requirements or your governing document has a clause restricting membership).

If we discover a more serious problem we will contact you and explain that we will have to consider withdrawing our conditional grant offer. We may offer to extend the deadline in our conditional offer letter by an extra 20 working days if we think you may be able to resolve the problem during this time.

However, we will not offer you more time if:

- it is likely to take longer than an extra 20 working days to resolve the problem
- resolving the problem requires significant changes to the way your organisation is run or the project you applied to us for.

If we have to withdraw our conditional offer you can reapply once you have resolved the problem.

- ✓ It is your decision whether to make any changes needed for us to confirm the grant.
- ✓ There will only be a short amount of time to resolve a problem so if you need longer it may be better to apply again.

We cannot keep extending our deadlines as the money could be given to other projects that are ready to go ahead and can meet our requirements. Also too long an extension might take us beyond a project's start date and we can't fund activities that have already happened. So you must resolve the problem by our new deadline. We will not extend it again.

It is always a difficult decision when we have to withdraw a conditional grant offer from a project we wanted to fund. This only happens in a small number of cases and you can apply again as soon as you have resolved the problem. The fact that we have withdrawn a conditional offer will not count against a new application.

# Celebrate

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