
Listed Places of Worship: Roof Repair Fund

Grants of £10,000 to £100,000

Standard terms of grant

Definitions:

'we', 'us', 'our' – the Trustees of the National Heritage Memorial Fund (who administer the Listed Places of Worship: Roof Repair Fund).

'you', 'your' – the organisation(s) awarded the Grant as set out in the Grant Notification Letter.

Application – any documents or information you send us to support your request for a Grant.

Evaluation Report – the report you must send us with your Completion Report before we pay the last 10% of the Grant telling the story of your Project, its achievements and lessons learned.

Grant – the amount set out in the Grant Notification Letter.

Grant Agreement – these standard terms, the Grant Notification Letter, your Application and any other conditions you have agreed with us.

Grant Expiry Date – the date by which you must complete the Project as set out in the Grant Notification Letter.

Grant Notification Letter – our letter confirming our Grant award to you.

Project – the purposes we have approved as set out in the Application and how you said you would use the Property in your Application (allowing for any changes that we may have agreed up to the release of any of the Grant). These are sometimes described as 'Approved Purposes' and include you getting and using partnership funding as set out in the Application.

Project Completion Date – the date that we make our final payment and are satisfied that the purposes of the Grant that we have approved have been met.

Programme Application guidance – the document setting out the scope of the programme and how to apply.

Property – any property that you buy, create, receive or restore, or property that is otherwise funded by the Grant including Digital properties, intellectual property rights and any documents that you produce or order as part of the Project.

Receiving a Grant – the guidance we publish to explain how we will pay the Grant, monitor your Project and agree changes to the Grant.

The Project

1. You must only use the Grant and the Property (if any) for the Project. Changes to the Project may be agreed in further correspondence with us. You cannot transfer the Grant.
2. You must not start work or make changes to the Project without our written permission.
3. You must complete the Project by the Grant Expiry Date.
4. As well as these terms of grant, you must follow the conditions (if any) set out in the Grant Notification Letter and meet the requirements set out in the Programme Application guidance, and *Receiving a Grant*.
5. You must carry out the Project in line with current best practice and to a standard that is appropriate to a project of importance to the national heritage. You must follow all legislation and regulations that apply.

Project monitoring

6. You must give us any progress reports and financial or other information and records we may ask for from time to time on the Grant or the Project.
7. You must allow us (or anyone we authorise) to have any access to all relevant Property (if any) and information. This is so that we can monitor the Project. You must also take into account any recommendations we (or anyone we authorise) make in relation to the Project.
8. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
9. You must monitor the success of the Project and submit a Management and Maintenance Plan at the end of it, setting out how you will look after the Property for a period of no less than 10 years from the Project Completion Date. This Plan must satisfy us that the Project has been completed successfully and in accordance with the Grant Agreement. We will not pay you the final instalment of the Grant until we have approved your completion and evaluation report.

Procurement

10. Unless we agree otherwise in writing, you must advertise (outside your organisation) all new jobs and tender any goods, works and services paid for by the Grant in line with the requirements set out in the Programme Application guidance.

Property

11. You must continue to own the Property and keep exclusive control over what happens to it for the term of this Grant Agreement. You must not sell, let or otherwise part with it or any interest in it, or give any rights over it to anyone else (or take any steps to do so) without our approval beforehand. As the Grant comes from public funds, you understand and accept that if we give our approval then it may be on condition that the sale is at full market value and/or subject to conditions requiring you to repay all or part of the money you receive.
12. You must maintain the Property in good repair and condition after the repair work has been completed. You must maintain, manage or conserve the Property in accordance with an approved Management and Maintenance Plan that we have approved. You must insure the Property to the

standard set out in (and use any proceeds of the insurance in line with) the Programme Application guidance.

Publicity and acknowledgement

13. We may make the purpose and amount of the Grant public in whatever way we think fit.
14. Once we have announced the Grant, you must acknowledge the Grant publicly in line with the requirements set out in our *Receiving a Grant guidance*. You must meet any other acknowledgement or publicity requirements we may tell you about from time to time. Before we make any public announcement of the Grant, you must not issue any public statement, press release or other publicity in relation to the Grant or which refers to us, other than in a form we have approved beforehand.
15. You must also provide us with digital images in electronic format of your Project – or hard-copy photographs or transparencies. You give us the right to use those you provide us with at any time, including putting them into a digital format and altering them. You must get all the permissions required for you and us to make use of them before you use them or send them to us..

Grant payment and repayment

16. We will, up to the Grant Expiry Date, pay you the Grant or any instalment of it in line with the Grant Agreement and the procedures explained in *Receiving a Grant* as long as:
 - a. the National Heritage Memorial Fund continues to operate; and
 - b. we are satisfied that you are achieving (and will continue to achieve) or have achieved the Project in line with the Grant Agreement and that you are spending the Grant in proportion to any other funds you receive from other sources for the Project.
17. If you complete the Project without spending the full amount of the Grant, you must return the unspent amount to us immediately. We will not increase the Grant as the result of an overspend or otherwise. You must repay to us immediately any Grant that we have paid you (and we will stop any future instalments of the Grant) if:
 - a. you no longer operate, or you are declared bankrupt or placed into receivership or liquidation;
 - b. you have, in our opinion, given us fraudulent, incorrect or misleading information;
 - c. you have acted negligently in any significant matter or fraudulently in connection with the Project;
 - d. any competent authority directs the repayment of the Grant;
 - e. there is a significant change in your status;
 - f. you knowingly withhold information that is relevant to the content of your Application; or
 - g. you fail to keep to any of the terms of the Grant Agreement..

General terms

18. If there is more than one of you, any liability under Grant Agreement will apply to you all together and separately.

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19. This Grant Agreement remains in force until the expiry of 10 years from the Project Completion Date or for as long as you are in breach of any of the terms of this Grant Agreement.