



## **The Association of Jersey Charities – Grant Terms and Conditions**

### **Eligibility**

Members of the Association are eligible to apply for grants in accordance with the Association's constitution provided their annual returns and subscriptions are up to date.

Registered charities which are not members of the Association are eligible to apply for grants from CI Lottery profits and certain private and corporate donations.

Other organisations are not usually eligible to apply for a grant from the Association unless specifically nominated by the donor of funds, in which case the Association will invite them to apply.

Grants are only available for activities which are "charitable purposes" as defined in the Charity (Jersey) Law 2014.

### **Applications**

Applications must be made in a form acceptable to the Association. Applicants which do not qualify for a "small grant" as defined in the "how to apply" section of our website must submit applications through an online portal, make full disclosure of their financial position and submit such other information and documentation as required by the Association from time to time.

Applications are usually considered quarterly. The dates of meetings and the relevant deadlines for submitting applications are published annually in advance. The application portal is available at least 3 months in advance of each deadline date. Applications cannot be submitted after the deadline date and will automatically be deferred until the following quarter.

The deadline for submitting applications is usually 3 weeks before the scheduled meeting of the Grants Committee.

During that time, the application will be reviewed in detail by one of the Officers who may raise further questions. Applicants are expected to respond promptly to any requests for further information. Applications which are deemed incomplete or inadequate by the Officer completing the detailed review may be deferred to the following quarter.

A summary of applications for grants from the Association's own funds will be placed in the secure Member's area of the website at least a week before the request is considered by the Grants Committee. Applications for grants from restricted funds are not published in advance.

## **Decisions of the Grants Committee**

Decisions of the Grants Committee are wholly discretionary unless mandated by the donor. That means no applicant is entitled to receive a grant. The Committee may place such restrictions on the amount of funding available each quarter or each year and / or allocate such funding in any way it deems equitable in order to manage the resources of the Association.

The Committee assesses all applications in accordance with the Guidance notes available on its website. These criteria are not amended without reasonable prior notice to all potential applicants.

The decision of the Grants Committee will be notified, in writing, to each applicant within 10 days of the relevant Committee meeting. Where an application is rejected or only approved in part, full reasons will be stated. Applicants who are not satisfied with the outcome may ask the Committee to reconsider its decision or provide further information to support their request. In these circumstances, the request will normally be reconsidered at the next quarterly meeting.

## **Approved grants**

Successful applicants will receive an award letter setting out any specific conditions which the Grants Committee deems necessary in respect of their grant. The following conditions apply to all approved grants:

1. By completing and signing the Grant Acceptance and Bank Details form, applicants acknowledge all the terms and conditions applicable to their grant.
2. The grant may not be used for any purpose other than that set out in the original request without the prior written consent of the Association.
3. Applicants will deliver interim reports, financial information or any other documentation on the due dates agreed.
4. Applicants will keep financial records in sufficient detail to reflect how any grant has been spent and provide these to the Association on request.
5. The applicant will publicise the award in all media releases and use AJC or CI Lottery logos on websites, stationery, equipment and buildings as appropriate and provide evidence of the same in its final report.
6. Any part of the grant that has been remitted and is not required for the purpose approved will be refunded to us.
7. Any grant not drawn down within 2 years of the award will be written off unless we agree in writing to a deferral.
8. We reserve the right to withhold a grant or require repayment in full if: we find that any false information is supplied to the Association; the work undertaken is not the work for which the grant was approved (and if we have not been informed of and approved these changes); an organisation becomes insolvent or goes into administration, receivership or liquidation, and if the grant has not already been spent on its intended purpose.
9. Where appropriate, we reserve the right to share the information you have provided with relevant parties (e.g. the States of Jersey) or other bodies funding charitable work.

We reserve the right to amend the general terms and conditions from time to time and to add additional conditions to an individual grant to take account of particular circumstances (which will be included in the grant offer letter).

## **Payment**

Payment of an approved award will usually be made on submission of a payment request via the online portal supported by invoices, contracts, timesheets or other appropriate documents.

Grants awarded to pay the salary of a named individual are paid in advance on sight of the individual's employment contract. If the award is for more than one year's salary, they will be paid annually in advance and conditions will be set out in the award letter in relation to how to claim for subsequent years.

Grants awarded for large projects may be paid in instalments in advance or in arrears and subject to the reporting obligations set out in the award letter.

All payments are made by direct transfer to the bank account nominated in the Acceptance Letter.

The Association does not reimburse GST, which can be reclaimed by the applicant, or VAT other than in exceptional circumstances where the applicant has been unable to recover it.

Once applicants have received payment in full, they are obliged to submit a Post Project Completion Report in accordance with the timescale set out in the award letter.

## **Reporting**

All applicants must submit a PPCR, as above.

Some applicants will be asked to produce interim reports or submit additional financial information during the lifetime of the award. These requirements will be set out in the award letter.

Due dates for reports will be scheduled in the application portal and applicants will receive automated reminders before the due date and every 30 days thereafter until the report is submitted.

The AJC is obliged to report to its donors on the outcome of its grant making programme and the interim and final reports requested from applicants enable it to do that. All applicants are expected to cooperate with the AJC so that it can meet its own obligations.

The AJC may also "audit" a sample of requests by physical inspection or site visit. Applicants are expected to facilitate such reviews.