

CHANGE SQUAD FUNDING
TERMS AND CONDITIONS AND BANK DETAILS FORM

This information is required in order for UK Youth to pay your Change Squad grant. Please read and **sign** to accept the terms and conditions. Support Workers please provide your organisation bank account details and also **sign** to accept the terms and conditions where asked. We also ask that you provide us with a 100 word synopsis of your project so that we are able to review should there be any PR opportunities. By signing these terms and conditions you agree to us providing UK Youth, Pears Foundation and the Cabinet Office with your contact details.

It is essential that you provide a project photo alongside these terms and conditions – this could be a picture of your group, the area you wish to work in / develop, your club... anything that represents your project. Please email the photo to sarah.woodcock@ukyouth.org along with your scanned terms and conditions.

Funding Terms & Conditions

By signing below you agree to the following terms and conditions:

- Your Change Squad funding is awarded on the basis of your application, on any feedback or conditions given on approval of your grant, and your final budget. Your grant must be used only towards completing the project aims and is to be used towards purchasing only those items listed in your budget.
- You must contact Sarah at UK Youth on sarah.woodcock@ukyouth.org should there be **any** changes to your budget and/or overall project aims.
- A Change Squad grant is a restricted fund and must be used for the purpose it was given. **Please keep copies of receipts to show how your grant has been spent and return them to UK Youth once you have spent your grant.** Any unspent grant money must be returned to UK Youth.
- A Change Squad grant is to be held by the Worker’s organisation and must not be given or transferred to any third party.
- You are responsible for the maintenance and security of any equipment purchased through a Change Squad grant.
- UK Youth reserves the right to reclaim the grant if it has not been spent within the project guidelines.
- By accepting this grant you understand and agree that UK Youth / Pears Foundation and the Cabinet Office can use details and photos of your project in further promotional or publicity material both internally and through external media sources.
- You are responsible to follow monitoring and evaluation procedures as determined by UK Youth. This could be in the form of Surveys, Case Studies, and Update Reports and communication of these requirements will be requested via email conducive to your project timescales. By signing the Terms and Conditions you agree to stay in touch with UK Youth.
- You must let us know if any of your contact details OR project details change to those stated on your original application.

Signature (Change Squad leader 1):	
Signature (Change Squad leader 2):	
Signature (Support Worker):	

For completion by the Support Worker:

By signing below you agree that:

- You will work with and support the two young people and the project participants throughout the duration of the project
- You will provide a project group photo along with this form
- You will maintain contact with UK Youth for the duration of the project and respond to enquiries
- You will provide the requested evaluation information at the end of the project or within 3 months of receiving your funding whichever is sooner.

About Your Project

Please provide us with a 100 word synopsis of your project that will show the key elements, aims and goals of your project.

Project Name:
Synopsis:

To be completed by the Support Worker

Please fill out the bank details of the organisation you are affiliated to who will receive the funds on the projects behalf. Do not put in your own bank account number as we will be unable to pay the grant. Once this information has been received your will be sent a Purchase Order number. Upon receipt of this please raise an invoice for the grant and send it to sarah.woodcock@ukyouth.org and we will arrange payment.

Please sign one copy of this form and return it by post to **Sarah Woodcock, Change Squad, UK Youth, 483 & 485 Liverpool Road, Islington, London, N7 8PG** or scan and send to becky@ukyouth.org to confirm that you agree to spend the Change Squad grant in accordance with the terms and conditions.

To be signed by the Support Worker:

Organisation name	
Type of Business (i.e. youth club / school etc..)	
Charity/ Company Registration Number	
VAT number	
Organisation full address	
Organisation Postcode	
Bank account name	
Account number	
Sort code	
Name of contact person	
Is the organisation to be paid a company, sole trader or self employed business owner:	
Contact phone	
Contact email	
Do you agree to UK Youth's 30 days payment terms (this is our standard payment term but we can arrange to pay within 14 days):	

Change Squad grants can only be awarded to organisations who have the appropriate level of insurance. By signing the terms and conditions below you are confirming that your organisation/project has appropriate insurance cover and relevant polices e.g. safeguarding, public liability etc...

A supporting organisation must willingly co-operate with the project evaluators, assisting with monitoring and providing feedback if/when required.

I accept these terms and conditions and will hold the grant payment on behalf of the above named Change Squad grant recipient.

Name: _____ Date: _____

Signed: _____

I attach a picture of our project group: