



One Halton Health & Wellbeing Grants

Grant Terms and Conditions & Privacy Notice

GRANT CONDITIONS

Definitions

The “**You**” referred to in this document is the grant recipient.

“**HBC**” refers to Halton Borough Council

(HBC is administering and managing the grants on behalf of One Halton and is the legal body for the One Halton Health & Wellbeing grants)

1. In General

- 1.1 During the period of the grant you will act in a fair and open manner without distinction as to race, religion, age, gender, sexual orientation or disability and in compliance with relevant legislation.
- 1.2 HBC and One Halton accept no liability for any consequences, whether direct or indirect, that may come about from running your project, the use of the grant or from withdrawal of our grant.
- 1.3 You acknowledge and accept that in the event of a breach of the terms and conditions of the grant, HBC shall be entitled to withdraw the grant with immediate effect, and require the repayment of money already paid on behalf of One Halton.

2. The Project

- 2.1 You must use this grant to carry out the project set out in your funding application.
- 2.2 The grant must not be used for other purposes. If the Council or One Halton becomes aware that the grant funding has been utilised for any other purpose than what it was originally granted for the Council shall be entitled to recover the full amount (on behalf of One Halton) of the grant funding which shall become immediately repayable.
- 2.3 If you wish to make changes to your project then you must inform HBC of these. Approval of these changes is at One Halton and HBC’s discretion.
- 2.4 If you spend less than the whole grant on the project, you will return the unspent amount to HBC promptly.
- 2.5 You will acknowledge receipt of the grant publicly where appropriate and practical.
- 2.6 You hereby consent to any publicity about the grant and the project as One Halton/HBC requires.
- 2.7 You will inform HBC/One Halton immediately if any of your key contacts change.

3. Insurance, Health and Safety and UK Law

- 3.1 You agree to meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods you buy. You will pay attention to equalities in the way you run your project and in the recruitment and selection of staff. You will ensure that you have an equal opportunities policy in place at all times to help you comply with all relevant laws and practice. You will obtain all approvals and licences required by law.
- 3.2 In your management of all personal information you will meet the requirement of the Data Protection Act and the UK General Data Protection Regulation 2018.



- 3.3. If your project involves work with children, young people or vulnerable adults (“vulnerable people”) you will take all reasonable steps to ensure their safety. You will have and adhere to an appropriate written policy and set of procedures to safeguard vulnerable people, which will include procedures to check backgrounds and disclosures of all employees, volunteers, trustee or contractors who will supervise, care for or otherwise have significant direct contact with vulnerable people with the Disclosure and Barring Service (DBS).
- 3.3 You will maintain adequate insurance at all times including but not limited to public liability, employers liability and professional indemnity insurance (where relevant) and if requested you will supply copies to HBC. This includes all appropriate insurance for any activities you provide or any assets you have purchased.

4. Financial Requirements

- 4.1 The grant will be paid in one instalment as soon as possible, providing all necessary documentation has been received. Staged payments maybe agreed in some cases for larger grants over a period of time. Any schedule will be set out in the conditions of grant letter.
- 4.2 You must spend your grant by end of March 2024 and provide evidence of spend, delivery and impacts as set out in the conditions of grant letter.
- 4.3 If purchasing equipment that costs over £250 you will obtain competitive quotes to ensure that you have obtained value for money from the grant.
- 4.4 If appropriate, you must supply copies of invoices/receipts for the items you purchase with the grant and have the originals available for inspection if required. If these are not provided HBC / One Halton reserve the right to issue and invoice to reclaim the grant.
- 4.5 You must keep proper accounts for One Halton / HBC funding and we reserve the right to inspect these records which should be kept for two years after the end of the project.

5. Monitoring

- 5.1 You will monitor the progress of the project and provide monitoring information and a project case study as set out in the conditions of grant letter.
- 5.2 You will participate in One Halton evaluation and show casing as requested.

PRIVACY NOTICE

HBC is the data controller for the personal information you provide. The Council’s Data Protection Officer can be contacted on 0151 511 7003 or by email to informationgovernanceservice@halton.gov.uk.

Using your personal information

We collect and hold information about you in order to:

- Process your grant application and keep you informed
- Provide support and guidance to your community/voluntary organisation
- Evaluate the work of our service



- We will keep this information for 7 years.

The information will be stored securely on HBC's SharePoint and can be viewed by the Council's Community Development Team and relevant panel members and administration staff only. We will not share your data with any external partners. We will not use your information to make automated decisions about you. Your data will not be transferred abroad.

The lawful basis for processing your personal data as set out in the General Data Protection Regulation is 'Consent'.

I consent to providing my personal data and it being processed by HBC for the reasons stated above.

You have the right to withdraw your consent by contacting onehalton@halton.gov.uk

Signature:

Date:

Your Rights

You have the right to be informed about the information being about you.

You have the right for any inaccurate or incomplete data to be rectified. Contact onehalton@halton.gov.uk

You have the right to your personal data being erased. Contact onehalton@halton.gov.uk

Right of Access – you have the right under the Data Protection Act 2018 /General Data Protection Regulation 2018 to request a copy of your information and to know what it is



used for and how it has been shared. This is called the right of subject access. To request a copy of your data or ask questions about how it is used complete the [Online Application Form](#) or download a copy of our form from <https://www4.halton.gov.uk/pages/councildemocracy/data-protection.aspx> and send it to Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF; or email informationgovernanceservice@halton.gov.uk

Who can I complain to if I am unhappy about how my data is used?

You can complain directly to the Council's Data Protection Officer by writing to: Data Protection Officer, Information Governance Service, Halton Borough Council, Service Improvement Division, Municipal Building, Widnes, WA8 7QF or by email to informationgovernanceservice@halton.gov.uk.

You also have the right to complain to the Information Commissioners' Officer using the following details: The Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF Telephone 0303 123 1113 or Website: www.ico.org.uk