

Terms and conditions

All applicants must:

- be appropriately legally constituted
- have a bank account in the name of the organisation
- agree that their application has been assigned to a Senior Responsible Officer within their organisation (as part of the UK SPF scheme, all projects must be assigned to a Senior Responsible Officer, who is the CEO or managing director of the organisation applying for funding).
- get the application signed off by the declared Senior Responsible Officer before submission.
- agree to provide regular reporting against outcomes and outputs proposed for delivery as part of their project.
- agree to keep proper up to date records and accounts, including invoices and receipts that show how the funding has been used. These financial records shall be available for inspection by the Council on request and at any reasonable time.

Applicants must also declare that:

- their organisation agrees to follow Hart District Council's [procurement guidelines](#) in association with the Department of Levelling Up, Housing and Communities, for any procurement activities they intend to enter
- as an organisation they're willing to comply with relevant guidance and legislation in respect of subsidy control
- their organisation has the appropriate minimum insurance levels demanded for the activities planned as part of their project:

Public Liability Insurance - £5,000,000

Employer's (Compulsory) Liability Insurance - £10,000,000 (not required for sole traders)

Professional Indemnity Insurance - £1,000,000 (if applicable)

For some projects, these insurance levels may not be needed. Discussions will be held with successful applicants on a case-by-case basis.