

## Crowdfund Derby guidance

### Eligibility criteria

Funds allocated by Derby City Council to Crowdfund Derby are public money and we are accountable to local people for all expenditure. Therefore, we apply very stringent eligibility criteria.

Projects must meet Derby City Council's criteria:

1. The project must:

- Benefit the people Derby
- Be run by community organisations, charities or social enterprises ("not for profits")
- Have reached 25% of their fundraising target from multiple pledges

The money pledged will be released only if the full fundraising target has been reached

2. Your organisation:

- Must have a governing document (constitution, set of rules or equivalent) that show how your group or organisation is run and managed. (If you are an individual we suggest you contact [Community Action Derby](#) for advice.
- Has clearly defined aims and objectives
- Must have a bank or building society account in the name of the group, with a minimum of two cheque signatories (see point 5. "Exceptions" below).

3. What Derby City Council will fund through Crowdfund Derby:

Eligible projects must benefit people living within the Derby City Council Boundary and priority will be given to projects which fall within one or more of the following areas:

- help to support vulnerable adults and children
- improve the health and wellbeing of residents
- help to increase attainment, skills and employment potential
- help to build strong communities

#### 4. About Derby City Council grant funding:

- Once an eligible project has raised 25% of their fundraising target from multiple pledges, Derby City Council may pledge to fund a further 25% of the target up to a maximum of £5,000
- The money pledged will be released only if the full fundraising target has been reached.

#### 5. Exceptions

- New groups without bank accounts should contact [Community Action Derby](#) as support may be available.
- Derby City Council reserves the right to remove applications from the site that are hateful or offensive.

#### 6. We will not pledge towards projects that:

- Have already received funding from Derby City Council through any other grant programme or funding mechanism in the current financial year.
- Help only one individual
- Do not promote community cohesion
- Are managed by groups that have had a previous grant which has not been managed satisfactorily
- Are raising funds for works or equipment already committed, bought or completed
- Solely benefit people who live outside of Derby
- Include unspecified expenditure (e.g. a campaign with flexible funding)
- Overtly or exclusively promote a political agenda
- Overtly or exclusively promote a religious agenda
- Interfere with Council business or that is contradictory to our strategic priorities or national directives
- Have unauthorised financial implications for the Council

7. Derby City Council reserves the right not to fund a project or to withdraw funding during a campaign if the funding is used for purposes other than those for which it was awarded/pledged or if it becomes apparent that the project is now meeting any of the criteria set out in 6 above.

8. Derby City Council reserves the right to amend this information at any time.

## Terms and Conditions

Crowdfund Derby is money that may be pledged by Derby Council (the Council) for your Crowdfunder project.

In applying for the Fund you will be accepting that a pledge from this fund towards your project will be subject to the following terms and conditions:

1. The decision to award a grant is at the absolute discretion of the Council.
2. The Fund will only be spent on the purpose detailed in the Crowdfunder campaign at launch unless otherwise agreed in advance by the Council in writing.
3. You will need to provide details of your organisation's bank and copy statements.
4. You will notify the Council of any issues which may affect the ability of the organisation to deliver the project, or will delay your use of the Fund, as soon as practical.
5. Your project must be completed within a year of the grant being awarded unless otherwise agreed. You must sign a Grant Acceptance agreement.
6. You will supply a monitoring report at the end of the project or after 6 months of the start of the project, in the format provided by the Council or one which includes similar information.
7. You will comply with all relevant legislation such as employment, health and safety, confidentiality and data protection, protection of children and vulnerable adults and equal opportunities legislation in the delivery of the project.
8. Financial records of the spending of the Fund will be kept and submitted with your monitoring report. The Fund shall be specifically acknowledged within your annual accounts for the year in which it was received.
9. You will allow us to inspect all financial records in relation to the grant for the purposes of audit.
10. Crowdfund Derby and Derby City Council will be acknowledged in all printed materials that the organisation produces about your project and acknowledged appropriately elsewhere, for example in annual reports or brochures.
11. Any part of the Fund that is not required for the purpose approved must be refunded to the Council.
12. In exceptional circumstances, the Fund can be withdrawn or withheld at the Council's discretion.
13. If the Council becomes aware of evidence of dishonesty or negligence which could bring the reputation of Derby City Council into disrepute, action will be taken and the grant terminated.
14. Repayment of the Fund can be required at the sole discretion of the Council if:
  - a. The Council finds that any false information has been supplied to the Council or Crowdfunder;

- b. The work undertaken is not the work for which the Fund was approved (if the Council has not been informed of, and approved, these changes in accordance with point 2);
  - c. The Fund has not been spent within one year unless otherwise agreed by the Council.
  - d. Your organisation becomes insolvent or goes into administration, receivership or liquidation, and the Fund has not already been spent on its intended purpose, or;
  - e. There is any other breach of any of the conditions in this form.
15. The Council reserves the right to share the information you have provided with relevant parties (e.g. Charity Commission) where appropriate.
16. The Council may use details of the project in publicity materials and annual reports. Details of individuals will not be used without consent.
17. Any Value Added Tax (VAT) payable by your organisation is your responsibility and the Council shall not be obliged to pay any additional amount.
18. The Council accepts no liability for any consequences that may come about from your use of the fund.