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| **Small2010**  **The Scottish Government School Library Improvement Fund** | SLIC LOGO text below 2 lines |

All successful applicants are required to accept the Conditions of Grant, as well as any specific conditions relating to their project, which will be agreed at the time the award offer is made.

**Conditions of Grant**

1. All projects must be completed within the timescale outlined in the project plan. Any slippage should be notified to SLIC as soon as possible, with an explanation for the delay. Severe slippage in the project timetable may result in withdrawal of grant.
2. The award must not be used for any purpose other than that stated in the grant award notification letter, unless SLIC agrees to a variance in the project.
3. SLIC should be consulted prior to any press release/public promotion of the project.
4. Scottish Government support should be acknowledged in any publicity or promotional material associated with the project by stating: “This project is supported by the Scottish Government School Library Improvement Fund which is administered by the Scottish Library and Information Council”. Any local publicity should not take place until the Scottish Government has made a formal announcement on recipients of grant.
5. SLIC support should be acknowledged in any publicity or promotional material involved in the project. The SLIC logo will be supplied for this purpose.
6. Successful applicants will be required to produce a final project evaluation.
7. Summaries of successful projects will be publicised on the SLIC website when awards are confirmed, and final reports will be published on the website at completion.

**Conditions of Grant relating to expenditure and claims**

It is essential that relevant and reliable evidence is provided to support both the Scottish Government grant and any matched funding element of the project.

Individual budget managers are responsible for the management and continuous monitoring of their respective budgets.

A final report and all financial evidence should be submitted to SLIC with a financial statement, in accordance with the specified deadlines. A breakdown of costs within headings is required for the financial claim, for example, marketing costs should be broken down into the various elements of marketing.

A pro forma will be supplied for the final report and financial claim. *Please note that SLIC is not responsible for any costs omitted from the final claim form after it has been signed and submitted.*

Expenditure should be evidenced in a number of ways:

Copy invoices

Statements of expenditure for staffing costs

Statements of internal recharging

Statements of expenditure for staffing costs and internal recharging should be authorized by the Head of Finance where this cost is being financed by the Scottish Government grant. Where these costs are part of the match funding a statement of costs from the Head of Service will be sufficient.

Key points to note are:

* Goods or services purchased as part of this project should be subject to normal procurement processes within the receiving organisation.
* Claims should be made only for resources identified and approved in the Project Application.
* None of the items included should have been claimed from any other funders.
* Value for money should be obtained for services and resources bought to carry out the project.
* Equipment should primarily be used for the purposes specified in the grant application. If used for other purposes the project manager should ensure that this does not adversely affect the project.
* The school is responsible for replacing equipment that is lost or damaged within a 3-year period.
* Equipment will not be disposed of within a 3-year period without consultation with SLIC.
* A 10% virement between budget headings is permitted but the total grant will not exceed that agreed in the award letter. Changes above this 10% must be approved by the assessment panel and this should be discussed with the CEO in the first instance.
* The payment should be properly due, supported by invoices or other vouchers.
* Invoices and vouchers must be legible and clearly matched up to entries in the financial claim, either grouped together under a single entry with totals which match the entry on the claim or as single items with totals which match the entry on the claim.
* Copies of invoices should be supplied as evidence.
* Any significant underspend should be returned to SLIC.
* Project Management costs should account for a maximum of 10% of the Scottish Government grant.
* 20% on costs are allowable for expenditure on staffing.
* VAT is treated appropriately and the claim will be net of recoverable VAT.
* Transactions between constituent parts of the Council should be evidenced by journal transactions, debiting the business area incurring the cost and crediting the business area providing the goods or services.

Retention of financial records

Retention periods for public records are subject to the requirements of specific legislation but as a general rule retention periods for financial records should comply with those indicated in the Generic Retention and Disposal Schedule for Financial Records available on the website of the UK National Archives. These currently indicate that financial records should in this instance be retained for 6 years.

Further guidance for expenditure under the programme is contained in the Scottish Public Finance Manual. <http://www.scotland.gov.uk/Topics/Government/Finance/spfm/Intro>

**Declaration**

I have read and agree to accept all the conditions of grant in this document and any specific conditions outlined in the award letter.

School Library Key Contact or Director of Education

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| Name: | Signature: |
| Position: | Date: |