

West Kent Rural Grants – purchasing second-hand equipment

The supplier of the second-hand item must provide confirmation to the applicant with the quote that confirms:

- Detail of the origin of the item and confirmation that during the previous seven years, the item has not been purchased with public funding. **If you are unable to obtain this confirmation from the supplier, you should make your own enquiries and provide us with a declaration to confirm that to the best of your knowledge, the item has not previously been grant funded.**
- That the item meets health and safety legislation.
- It has at least five years useful life remaining from the date of the final grant payment.
- That the item doesn't cost more than the market value for new equipment.
- That the item is operational and fit for the purpose of the project as described when the applicant received the quote.

In addition to the above, the applicant must provide the following evidence with their application:

- Evidence that the specification of the second-hand item is equal or better than a new equivalent version, that it meets the requirements of the project and is expected to last for the duration of any grant agreement that might be made.
- By signing this declaration (pages 1 and 2), the applicant confirms that the description given to the supplier was consistent with the purpose for the project as set out in the application (a copy of the email sent to the supplier asking for the quote and setting out what the equipment is for would be sufficient).

If the item requested in the application has already been sold, then an alternative item must be sourced which matches the item description in the full application and Grant Funding Agreement. The applicant must seek confirmation prior to purchase of the item that the alternative quote is acceptable and the information from the seller as listed above must be provided prior to claiming the grant. The grant amount awarded for the item cannot be increased.

Second hand items

For any items that the applicant has identified as purchasing second hand, three quotes or evidence of costs are still required but the applicant does not need to provide three quotes for second hand items. It is acceptable to provide the quote for the second-hand item and two quotes for new items, as long as the quotes are still comparable in terms of specification of the item.

You must ensure that the second hand quote demonstrates the cost of the item is reasonable and represents value for money i.e. you would expect the second hand quote to be cheaper than an equivalent new model.

Declaration

Signed:

Name (please print):

Position:

Organisation:

Date:

Please return this signed document to ruralgrants@sevenoaks.gov.uk

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Funded by
UK Government

