

Terms and Conditions of Grant

1. Our grants are restricted funds. They may only be used towards the project and costs outlined in the application submitted to us, or as subsequently agreed/varied in writing. In legal terms our grants are 'gifts, subject to conditions'. Funded organisations operate independently of the Trust and are not our agent or employee.
2. The offer of a grant is valid for one year from the date of the offer letter. If you are not in a position to begin your project within one year you must discuss the matter with us. In such cases we may agree to extend our offer of a grant, but if we do not hear from you the offer will lapse and the grant will be cancelled.
3. Grants must be spent within a reasonable timescale. If your project has not started within three months of payment of the grant, you must contact us. If your project is delayed for more than one year, you must return your grant to us.
4. If, at any stage, your organisation encounters difficulties, or your project experiences problems, delays or needs to change significantly in scope or scale, you must discuss this with us. Variations to a grant must be agreed in writing. If the grant is towards salary costs for a post, you must inform us if the post becomes vacant for more than three months.
5. If, for any reason, a project cannot be completed or has to end early, you should return any unspent portion of the grant to the Trust, and explain the reason for this.
6. The Trust's grant must be credited in your organisation's Annual Accounts for each financial year that your organisation receives a grant, and must appear in restricted funds. It should be listed separately if you prepare your accounts in this format. A copy of the audited or independently examined annual accounts must be sent to the Trust within ten months of the end of each financial year during the period you are in receipt of a grant.
7. Projects supported by the Trust must be monitored and evaluated, and an annual Progress Report (or in the case of one year grants, a Final Report) sent to the Trust. A guidance note on the format of reports has been provided to you. Final Reports must be submitted within three months of completion of a project, unless an alternative timescale has been agreed.
8. If your grant is for more than one year it will be reviewed annually by the Trust. Subsequent instalments will only be paid once we are satisfied that the project is making reasonable progress towards its stated aims, outputs and outcomes, and that your organisation is in a position to continue to deliver the project effectively. The Trust reserves the right to withdraw a grant should it consider this necessary.
9. In accepting the offer of a grant from the Trust, your organisation confirms that it will:
 - a. obtain CRB checks for anyone involved in the funded project that may work unsupervised within the UK with young people or other potentially vulnerable individuals. www.crb.gov.uk
 - b. comply with relevant health and safety legislation, including the carrying out of risk assessments.
 - c. deliver the project in compliance with The Bribery Act 2010, not engage in bribery, facilitation payments that fall outside of the law, or accept bribes, and that your organisation will take all reasonable steps to require the same of your agents, delivery partners and contractors.
10. Equipment or other capital assets purchased with a grant from the Trust must not be sold or otherwise disposed of without first obtaining the Trust's agreement in writing. The Trust reserves the right to require repayment of a proportion of any sale price, depending on the circumstances, timescale and reasons for sale/disposal.
11. You agree to the Trust using the name of your organisation and brief details of your project in its own publicity materials and on its website.
12. The Trust reserves the right to hold back payment or reclaim a grant in whole or part if an organisation breaches these terms and conditions, or it is discovered that false or misleading information has been supplied.

To accept the Trust's offer of a grant, please sign and return one copy of these standard terms and conditions. By signing this document you are confirming that you have read and understood the terms and conditions, and are agreeing to be bound by them and by any special conditions outlined in the Trust's offer letter to you.

Signed

Name

Position

Date

On behalf of

Grant Reference No.

Project Name: