

TERMS AND CONDITIONS

PLEASE READ CAREFULLY

If you have any questions about the terms and conditions, please do not hesitate to contact the office on 01432 272550.

I / We understand the following;

1. We will use the grant money for exactly the purpose set out in detail in the application form.
2. We will not make any major changes to the project without notifying and receiving prior written approval from Herefordshire Community Foundation (HCF).
3. We will not sell or dispose of any equipment or other materials brought with this grant without first receiving written permission from HCF.
4. We will place no orders or purchase any equipment before we receive the award letter confirming the grant.
5. We understand that the grant only covers the period stated and does not commit HCF to any additional funding.
6. We will not change our constitution / rules specifically in relation to paying members of our management committee, distributing assets or admitting members without first receiving HCF agreement in writing.
7. We will inform HCF of any change to our bank or building society account. Failure to do this may result in a delayed payment or the grant being cancelled.
8. We will comply with all the legislation affecting the way we carry out this project.
9. We agree to acknowledge the grant from HCF, Healthwatch Herefordshire and Herefordshire Council in our annual report and chair / secretaries reports at our AGM and agree to use HCF, Healthwatch Herefordshire and Herefordshire Council logos on any project publicity produced during the period covered by the grant, including on our website. We also agree to let HCF have copies of any relevant publicity material. A logo pack will be provided to successful applicants shortly following the grant award.
10. We will show the grant separately in our annual accounts as a 'restricted fund'
11. We will allow HCF, Healthwatch Herefordshire and Herefordshire Council to use our project for any of their own publicity purposes. This includes any end of grant reports and pictures provided by yourselves to HCF.
12. We agree to return any unspent monies within one month of the end date of the agreed funding period.
13. We agree to monitor the project and provide the requested quarterly monitoring reports by the stipulated dates.
14. We understand that HCF will not increase the grant should we overspend.

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15. We will keep all financial records and accounts, including receipts for items or services purchased, for at least two years and will make these available to the funders if asked. We understand that this does not release us from our legal responsibility to keep these records for longer periods
16. HCF will use the personal data provided on this application form to process your application and to monitor the project. The information will be held securely and will only be used for the purposes of processing the application, monitoring, drawing down required funds to HCF and preparing statistical and historical data. The information held will never be disclosed to any third party unlawfully and although, in limited circumstances we may be required to release information, including personal data and commercial information on request under the Freedom of Information Act 2000, we will not permit any unwarranted breach of confidentiality nor will we act in contravention of our obligations under the UK General Data Protection Regulations (GDPR). Should you require any further information contact the Data Protection Officer at our registered address
17. We are committed to equal opportunities in access and delivery of our services. The award of a grant is dependent on our continued commitment to equal opportunities, principles and practices

The Herefordshire Community Foundation may hold back the grant or ask for repayment of part of, or all of the grant in the following circumstances

18. If we fail to abide by the terms and conditions
19. If the application is found to be dishonest or the supporting documents contained false or misleading information
20. If we do not follow the equal opportunities practice in the employment of people, recruitment of new members and the provision of services
21. If any member of the governing body, management committee, staff or volunteers act dishonestly or negligently in their work during any period covered by this grant.
22. If we fail to complete the project in the agreed time
23. If we close-down, become insolvent, go into administration, receivership or liquidation ('sequestration') or make an arrangement with our creditors
24. If the group does close-down, we will not sell or dispose of equipment or assets without first receiving the funders agreement in writing

These terms and conditions apply until the grant is fully spent and until the Herefordshire Community Foundation have received the end of grant report. If any equipment or assets have been purchased with grant money, these terms and conditions apply until the end of the equipment's or assets normal working life

By ticking the box on the previous window, you are agreeing to these terms and conditions