



THE RIDLEY FAMILY CHARITY

Registered Charity Number: 1150706

Standard Grant Terms and Conditions

These are the standard terms and conditions or rules that apply to grants awarded by The Ridley Family Charity.

You will be asked to confirm that you accept them before payment of the grant.

We may ask you to accept additional conditions and these will be in the Award notice.

Please note in this document

- 'You' means your organisation
- 'We' means The Ridley Family Charity
- 'Written agreement' includes e-mail or other electronic communications

1. Purpose of grant

The grant must only be used for the purposes outlined in our Award notice and as described in your application.

If you want to do something different with the grant, or your project plan changes, you must contact us first to discuss your proposals and get our written agreement to a grant variation. If you do not do so you may have to repay the grant.

If you cannot use all or part of the grant, normally within 6 months of the date of the Award notice (or another timescale we have agreed) then you should contact us to discuss this. You may have to repay the remaining grant money unless we approve a grant variation in writing.

If you receive funding from some other source for the same purpose as our grant (i.e. duplicate funding) then you should contact us to discuss this. You may have to repay our grant unless we approve a grant variation in writing.

2. Record-keeping and monitoring

With the Award notice is a Monitoring form. You must complete and return this to us when the project is finished or within twelve months from the date of the final payment of the grant (whichever is shortest), unless we have approved a longer reporting period.

You must keep an accurate record of how you spend the grant in order to complete the Monitoring form.

You must keep receipts or invoices for any equipment or building work or services purchased with the grant money. We may ask to see these.

2.

You must keep records to track the progress of your project and measure its success (as set out in our Award notice and your application).

If our grant has contributed to a salary you must keep proper staff and payroll records. You should notify us of any staff changes, including key posts in your organisation, which would affect the project supported by the grant.

You must record the grant amount as Restricted income in your annual accounts.

We will not consider another grant application from you if you do not send us a Monitoring form on time and we find it satisfactory.

3. Paying the grant

We normally release the grant in a single instalment once you have accepted the offer of the grant and complied with any additional conditions. We normally make the grant payment by electronic transfer.

4. Acknowledgements and publicity

You must provide us with a copy of your latest annual report & accounts if we request them.

You must acknowledge The Ridley Family Charity in your annual report, press releases, in any promotional material relating to the funded project and other publications if appropriate.

You should use our full name: 'The Ridley Family Charity'.

You should contact the Estate Secretary, administrator of the Ridley Family Charity if you intend to issue a press release about the funded project.

We will include this award in a list of grants e.g. on our website. We will seek your approval if we want to specifically publicise the grant. We will ask your permission before commissioning photographs of the project or using photographs that you have supplied.

5. Your responsibilities

You must not dispose of equipment funded by this grant within 3 years (or any other timescale we have agreed) without our written approval.

Where appropriate you are responsible for obtaining necessary permissions, obtaining adequate insurance and ensuring safe and secure storage of equipment funded by this grant.

You must notify us of any significant changes, complaints, investigations or difficulties within your organisation that may affect the project funded by this grant.

You must fulfil your responsibilities as set out in your governing document and other policy documents (e.g. Child Protection Policy).

6. Information

We reserve the right to share the information provided to us with relevant third parties (e.g. the Charity Commission) where appropriate.

7. Additional conditions

You must comply with any additional conditions contained within the Award notice (and any subsequent written approval of a grant variation).

8. Repayment of grant

We reserve the right to withdraw the grant offer or reclaim all or part of the grant money if we find that you have provided false information to us in respect of the application/grant, or if you or any of your employees or volunteers are the subject of an investigation by the Charity Commission, Police or other regulatory body.

We reserve the right to withdraw the grant offer or reclaim all or part of the grant money if we find that you have not complied with any of these conditions.

Acceptance Form

Acceptance

The Ridley Family Charity reference:

Date of Award notice:

On behalf of my organisation I accept the offer of a grant as set out in The Ridley Family Charity's Award notice and Standard Grant Terms & Conditions. I confirm that we have read these and agree to abide by them.

Name of organisation:

Representative of organisation:

Position in organisation:

Signature:

Date: