

Standard terms and conditions for grants

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Key terms and conditions

3.1 The project will:

- 3.1.1 be delivered by a university society or department.
- 3.1.2 benefit the university and/or local community.
- 3.1.3 have a social or environmental sustainability focus.
- 3.1.4 have an online presence.
- 3.1.5 have an ongoing legacy.

2.3 You must have approval from the relevant Decision Makers. If you are a student society, the Offer Letter must be signed by someone who is authorised to sign on behalf of the relevant department(s) / organisation.

3.8 You must provide us with a full report on the Project, including all financial records, within three months of completing it, using our standard project report form.

- 3.8.1 You will submit a short (2 minute max) video case study alongside the full written report.

2.6 You must hold the grant in a suitable account (i.e. society / department account, not an individual's).

3.5 You must obtain receipts, providing an audit trail, for all project-related expenditure

1. Definitions

- 1.1 'You' means the person (individual), society, department or organisation that we have given a grant to.
- 1.2 'We', 'us' and 'our' means Change Agents UK and includes our employees.
- 1.3 The 'Project' means the project we have agreed to give you a grant for, as set out in your application form together with any supporting documents such as budget information, timetable and any other documents that set out how your Project will be managed.
- 1.4 The 'Grant Agreement' includes and incorporates:
 - 1.4.1 These terms and conditions; and
 - 1.4.2 The Offer Letter which sets out any additional conditions.

2. The Grant

- 2.1 The amount of the grant is set out in the Offer Letter. We are not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for.
- 2.2 You must accept our offer within four weeks of receiving it by signing and returning a copy of the Offer Letter and accepting your grant online. If you do not return the signed Offer Letter or accept your grant online within four weeks our offer will lapse.
- 2.3 You must have approval from the relevant Decision Makers. If you are a student society, the Offer Letter must be signed by someone who is authorised to sign on behalf of the relevant department(s) / organisation.
- 2.4 The Grant Agreement will come into force on the date that we receive the signed Offer Letter from you or you accept your grant online.
- 2.5 You must use the grant exclusively for the Project.
- 2.6 You must hold the grant in a suitable account (i.e. society / department account, not an individual's).
- 2.7 You must tell us promptly about any changes to information you have given us, including any changes to your bank or building society details and you must make sure that the information you hold is always true and up to date.
- 2.8 You must hold any unused part of the grant on trust for us at all times and it is repayable upon demand.
- 2.9 You must tell us if you receive any other funding for the Project from any other source at any time during the project. If this means that you no longer need the funding from us, you must pay the grant back to us immediately upon demand from us.
- 2.10 If you spend less than the whole grant on the Project, you must return the unspent amount to us promptly. If the grant part-funds the Project, you must return the appropriate share of the unspent amount to us upon demand.

3. The Project

- 3.1 The project will:
 - 3.1.1 be delivered by a university society or department.
 - 3.1.2 benefit the university and/or local community.
 - 3.1.3 have a social or environmental sustainability focus.
 - 3.1.4 have an online presence.
 - 3.1.5 have an ongoing legacy.
- 3.2 You must get our written permission before making any changes to the Project or to its aims, structure, delivery, outcomes, duration or ownership.
- 3.3 You must start the Project within one month of receiving the first grant payment from us.

- 3.4 You must make satisfactory progress with the Project and complete it before the end of the academic year, unless otherwise agreed with us in advance. You must tell us immediately if anything threatens to curtail or delay the Project.
- 3.5 You must obtain receipts, providing an audit trail, for all project-related expenditure. You must ensure that all records, including financial records, relating to the Project are accurate and up to date. You must provide us with accurate records and proof of expenditure which will be kept for seven years after the Project has finished. We reserve the right to audit the movement of funds relating to the grant which you are awarded.
- 3.6 You must give us, or any person nominated by us, access to all records relating to the Project or other projects funded by us upon demand, including (but not limited to) bank account statements and any other financial records. We can ask for access to these records for up to seven years after the Project has finished.
- 3.7 You must send us any information and records that we reasonably require to monitor your Project and how the grant is being used.
- 3.8 You must provide us with a full report on the Project, including all financial records, within three months of completing it, using our standard project report form.
- 3.8.1 You will submit a short (2 minute max) video case study alongside the full written report.
- 3.9 You must have appropriate policies in place at all times to help you comply with the law and good practice including, but not limited to:
 - 3.9.1 Data protection;
 - 3.9.2 Equal opportunities including discrimination on the basis of race, age, gender, disability, religion and/or sexuality.

4. Information, marketing and publicity

- 4.1 You must acknowledge Change Agents UK as a benefactor in all project activity as appropriate and as practical.
- 4.2 You should feature the appropriate Grant award logo on all information, marketing and publicity materials relating to the activity we have agreed to fund, including printed and online material. You should also incorporate verbal and written acknowledgment of our support into your communications. You can download the Grant award logo in our Media Pack at <https://www.changeagents.org.uk/grants-for-good>
- 4.3 We hereby give you the permission to use the Grant award logo to acknowledge and celebrate your grant award.
- 4.4 We acknowledge that you will own all rights in any materials produced for or relating to the Project and in the Project Proposal, including any intellectual property rights. You hereby grant us a non-exclusive, worldwide, royalty-free perpetual licence to reproduce any materials relating to the Project and the Project Proposal as we reasonably require for marketing and publicity purposes.
- 4.5 The Freedom of Information Act 2000 ('the Act') applies to us. This means that any information you give us could be released to any person who asks for it under the Act.

5. Conditions relating to assets or goods purchased with the grant

- 5.1 During the period covered by your grant, you must not sell any assets or goods that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with our grants unless:
 - 5.1.1 you can sell them for their full current market value; and
 - 5.1.2 we have given you permission, in writing, beforehand.
- 5.2 You must retain proof of expenditure (receipts, invoices etc.) for audit purposes.

- 5.3 The project work must be completed on a voluntary basis – the grant is not intended to contribute to wages.
- 5.4 You will endeavour to purchase any resources through ethical and responsible suppliers.

6. Breach of these terms and conditions, and suspending or repaying the grant

- 6.1 If you fail to meet any of these terms and conditions, we may, in our absolute discretion:
 - 6.1.1 require you to pay back all or part of the grant; and/or
 - 6.1.2 stop any future payments; and or
 - 6.1.3 end this Grant Agreement immediately.
- 6.2 We may recover the grant in our absolute discretion, if any of the following events occurs:
 - 6.2.1 you close down your society or organisation (unless it joins with, or is replaced by, another society or organisation that can carry out the Project and we have provided our prior written permission);
 - 6.2.2 you make any changes to the Project without first getting our written permission;
 - 6.2.3 you use the grant for anything other than the Project;
 - 6.2.4 you do not follow our reasonable instructions;
 - 6.2.5 you do not carry out the Project with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience
 - 6.2.6 you do not complete the Project on time;
 - 6.2.7 you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;
 - 6.2.8 you act illegally or negligently at any time, and we believe it has significantly affected the Project, or is likely to harm our or your reputation;
 - 6.2.9 without first getting our approval in writing, you sell or in some other way transfer the grant or the Project to someone else.