

«ACCOUNT\_SENIOR\_CONTACT\_\_R»

Chair

«ACCOUNT\_LEGAL\_NAME»

«ACCOUNT\_BILLINGADDRESS»

13 April 2016

Dear «ACCOUNT\_SENIOR\_CONTACT\_\_R»

I am pleased to offer «ACCOUNT\_LEGAL\_NAME» a grant of «OPPORTUNITY\_AMOUNT\_AWARDED» for the project set out in the attached project summary. The duration of the grant is «OPPORTUNITY\_LENGTH\_OF\_PROJECT» months, starting on «OPPORTUNITY\_PROJECT\_START\_DATE».

### **Terms and conditions of grant**

Definitions: in this letter “we”, “us” and “the Trust” refers to the Barrow Cadbury Trust, “you” and “your” refers to the organisation receiving the grant to which this letter refers.

The following terms and conditions apply:

1. The Trust’s grant is to be spent in accordance with the project summary attached to this letter.
2. The grant is restricted and must be treated as such in your annual accounts. If your income is less than £5 million, you must include the details of our grant, attributing it clearly to the Trust and its purpose, **irrespective of the form of your accounts**. You can do this in your Statement of Financial Activities (SOFA), the notes to the accounts or elsewhere, but for audit purposes we need to tally up the record in your accounts with our schedule of grant payments. Please ensure that whoever prepares your accounts is aware of this requirement.
3. If any part of the grant remains unused at the end of the funding period, you must inform the Trust. The Trust will either require you to return the unspent portion of the grant, or agree with you how it is to be spent.

4. If you wish to accept this grant offer, you must send us, within one month of the date of this letter one signed copy of this offer letter and of the attached project summary.
5. The grant agreement will commence on receipt of your signed offer letter.
6. By returning the signed offer letter you are confirming that the project is ready to start on the date set out in the first paragraph of this letter. If it seems likely that you cannot start the project within a month of this date, you must inform the Trust as soon as possible to discuss changes needed to the project plan..
7. During the period of the grant, you will comply with all relevant legislation including employment, health and safety, equality and data protection law. If you are a registered charity and/or company, you must also comply with the relevant legislation covering your legal structure. You must hold adequate employee and public liability insurance, if relevant to your organisation. If your project involves work with children, young people or vulnerable adults, you will take all reasonable steps to ensure their safety and have safeguarding procedures in place, including staff and volunteer supervision arrangements, background and Criminal Records Bureau checks.
8. If the grant includes funding for a member of staff, you must inform us of the recruitment schedule and notify us when that member of staff is appointed or if there is a delay in recruitment. Where your project proposal stated that some person of a particular grade will be employed to deliver your project, you must ensure that that the work is carried out by a person of that grade or above. If there is any change to the personnel working on your project, you must notify us at the earliest opportunity.
9. If the grant is for research work, you must comply with the Ethical Guidelines issued by the Social Research Association, a copy of which can be found on the Trust's website on the "Resources and Forms" page. Where particular ethical considerations arise from research proposals, you must satisfy the Trust that appropriate consents have been obtained before the research begins.
10. Written agreement should be sought from the Trust in advance for any proposed changes to activities, budget or staffing that may significantly impact on the project. If anything occurs that might affect the cost, progress or date of completion of the Project, including any additional funding obtained that was not disclosed at the time of application to the Trust, you must inform us.
11. Payments are subject to conditions as outlined in the grant payment schedule attached at the end of this letter. If you are significantly underspent at any of your reporting points, we will contact you to discuss rescheduling your payments.

12. The Trust will require regular monitoring reports from you, according to the schedule set out at the bottom of this letter. You will be contacted by us in advance of your reporting deadline. In addition to your regular monitoring reports, the Trust may from time to time need to see other information relating to the running of your project, which must be provided in a timely fashion.
13. You must send us a copy of annual report and accounts for each financial year covering the period of the grant once they have been approved by your Trustees. Your annual report must be set out in accordance with any guidance provided by relevant registration bodies (for example the Charity Commission in the case of registered charities).
14. The Trust should be acknowledged as a funder of this work in your published literature. Use of the Trust's logo must be agreed in advance with us.
15. The Trust maintains the right to use any written or photographic materials provided by the grantee for evaluation and publication purposes, these will be credited to the grantee.
16. The Trust may withhold funds if you have unreasonably failed, after due warning, to comply with the terms and conditions of the grant. In these circumstances all or part of the grant payments will be withheld until such time as the matter is rectified.
17. The Trust reserves the right to withdraw the grant offer at any time if you breach any terms and conditions of the grant. Any outstanding payments at this time will be cancelled and the Trust may take steps to recover any monies not used in accordance with this grant agreement.
18. You may withdraw from the grant agreement at any time by written notice and as long as you agree to repay any unused grant award that has been made by Barrow Cadbury Trust.
19. You are expected to maintain regular contact with the Trust.
20. The Trust considers that the funding arrangement covered by this letter relates to grant funding, and cannot take responsibility for any differing interpretations made by others. In particular, should VAT be deemed to be applicable, the amount of award quoted is deemed to be inclusive of any such VAT. If any of the grant is used to pay VAT and that VAT is subsequently recovered, you must immediately inform the Trust, which will either require you to refund it, or agree with you how it is to be spent.

**Additional terms and conditions (if any)**

«OPPORTUNITY\_RECOMMENDED\_TERMS\_AND\_CONDIT»

**Reporting and payment schedule**

Payment Amount	Report Due Date	Progress Report Type	Scheduled Payment Date
{{TableStart:ReportData}}{{Payment_Amount \# Currency0}}	{{Report_Due_Date}}	{{Progress_report_type}} {{Bespoke_requirement}}	{{Payment_Schedule_Date}} {{TableEnd:ReportData}}

Please note that payments are contingent on meeting the terms and conditions outlined in this grant award letter. We will send you a reminder and reporting template about two weeks before it is due to be submitted. Please return it by the deadline to allow prompt payment.

**Acceptance of Your Grant**

Please sign both copies of this letter and the attached project summary and return one to Sohaib Malik, Programme Officer. When these have been received, we will start to process the first payment.

In awarding this grant, the Barrow Cadbury Trust wishes to support the work of your organisation. We are interested in maintaining regular contact with you for the duration of the grant and hope that you will inform us of particular events or activities that we might be able to attend or promote for you.

Yours sincerely

Debbie Pippard  
Head of Programmes

Encl. Project summary

**I have read and understood all the conditions relating to this grant, including the requirement relating to treating and recording it as a restricted fund in our annual accounts.**

Signed on behalf of «ACCOUNT\_LEGAL\_NAME»:

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«ACCOUNT\_SENIOR\_CONTACT\_\_R»

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Position

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Date

«ACCOUNT\_LEGAL\_NAME» - «OPPORTUNITY\_PROJECT\_TITLE»

**Purpose of grant:** «OPPORTUNITY\_PURPOSE\_OF\_GRANT»

**Project description:** «OPPORTUNITY\_DESCRIPTION»

**Project evaluation:** «OPPORTUNITY\_EVALUATION»

**What our grant will pay for:** «OPPORTUNITY\_WHAT\_OUR\_GRANT\_WILL\_PAY\_FOR»

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Signed on behalf of «ACCOUNT\_LEGAL\_NAME»:

\_\_\_\_\_  
«ACCOUNT\_SENIOR\_CONTACT\_\_R»

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date