

1. Grants from The Clothworkers' Foundation (referred to below as "the Foundation", "us", "our", "we") to the recipient organisation (referred to below as "you", "your") are restricted funds and must be used towards the project as described in the Grant Offer Letter.
2. Material changes to the project are not permitted without prior written agreement.
3. The grant offer is valid for 12 months from the date of the Grant Offer Letter (unless an extension has been agreed by us in writing). During this period you agree to provide regular updates, even if you are not yet in a position to draw on the grant.
4. You agree to provide documents and/or evidence, applicable to the project, to draw on the grant.
5. Grant funds must be spent immediately. In the event that grant expenditure is significantly delayed you agree to inform us immediately.
6. After the grant is paid you must provide progress reports every six months until we have closed our file on your grant. In some circumstances we may require more frequent reports. This will be communicated at the time of grant payment.
7. You agree to inform us immediately about any significant organisational changes during the life of the grant.
8. You agree to inform us immediately of any final grant underspend and, to return it or any part of it if asked to do so.
9. You agree to keep proper accounts and financial records for the project and make them available to us on request.
10. You agree to record the grant in your annual accounts corresponding to the year in which the grant was paid and for any subsequent year(s) during which the grant, or part of the grant, remains unspent. It must be recorded as a restricted fund and not as general or unrestricted fund.
11. You agree to maintain adequate insurance at all times and if asked, will supply copies of confirmation of insurance cover to us. Any loss resulting from payments made for assets funded by our grant before delivery will be your responsibility.
12. We reserve the right to withdraw our grant offer, or reclaim grant funds already paid, if:
 - a. There is any serious, irremediable or (after notice) repeated breach of these Terms and Conditions.
 - b. You become insolvent or go into administration, receivership or liquidation and the project has not been completed.
 - c. The application or subsequent correspondence was misleading, completed dishonestly, or significantly incorrect.
 - d. The project does not complete on time, or within a reasonable period.
 - e. Members of your governing body, volunteers, or staff, have acted dishonestly or negligently during the project period and to its detriment.
 - f. You receive duplicate funding from another source for the same project (or part of the project).
 - g. You do anything, or omit to do anything, which would or might bring the Clothworkers' Foundation into disrepute.
 - h. You have not communicated sufficiently or satisfactorily with us (or have ceased communicating with us entirely).
13. We reserve the right to arrange to visit you to see the impact of the grant.
14. The grant must not be used to offer bribes or facilitation payments. Discovery of such will result in the withdrawal of the grant, involvement of the police, and possibly civil action.
15. You are not an agent of the Clothworkers' Foundation or any of its subsidiaries. You must not engage in bribery or accept bribes and must require the same of your agents and contractors in turn.
16. You must have a written policy and set of procedures to safeguard children and vulnerable people, and agree to make such relevant documents available to us on request.
17. You agree to observe your obligations under the General Data Protection Regulation and shall comply with all applicable laws and regulations, particularly when sharing with us any personal data about your staff, partners, students and beneficiaries.
18. The Grant Terms and Conditions remain enforceable until we inform you that your grant file has been closed.
19. By signing and returning this document no later than the deadline specified in the Grant Offer Letter, you accept our offer of a grant as described in the Grant Offer Letter (including any special conditions).

Signed:		Date:	
Name:			
Position:	CEO <input type="checkbox"/> Chair <input type="checkbox"/> Trustee <input type="checkbox"/> (we can only accept this document if it is signed by a CEO, Chair, or Trustee).		