

## Grant Terms and Conditions

This document provides the terms and conditions that the charity needs to agree to if you wish to accept the grant. Please read through carefully so you are fully aware of your responsibilities. This document should be retained for future reference and the contents shared with the staff at your charity that are responsible for the management of funding, finance and the management of activity supported by the grant. You need to detach, sign and return the Acceptance Form before we will release the initial grant payment.

1. The grant is provided on a restricted basis and must be used exclusively for the purpose specified in the grant offer letter. We consider the submission of the application form as acceptance of this requirement and the wider terms and conditions contained within this document. If you do not feel able to meet the required terms and conditions please notify the Foundation that you do not wish to accept the grant.
2. The grant is provided on the basis that the Foundation has committed funds to meet agreed future grant payments. In the event of the Foundation being unable to meet this commitment it reserves the right to withdraw the offer of funding and cancel future grant payments.
3. Continuation Funding. In some cases the grant offer letter will indicate that the Foundation is prepared to consider funding for a further period beyond the life of the confirmed grant. Any offer of continuation funding is subject to future consideration and approval and does not represent any commitment or guarantee by the Foundation. The Foundation will contact you during the final year of the grant offered to invite you to apply for continuation funding. The Invest programme, including the initial grant and any continuation grant will offer a maximum of six years funding.
4. The grant is provided on the basis that the costs it is meeting have not and will not be secured from other sources.
5. If the charity is unable to use the grant for the purpose and within the timescales specified in the offer letter, the Foundation must be informed in writing immediately. If you want any changes to be considered and approved please write to: The Head of Grant Administration Lloyds Bank Foundation for England and Wales Pentagon House 52-54 Southwark Street London SE1 1UN The agreement or rejection of any changes to the grant will be confirmed in writing by the Foundation. Any changes should not be

implemented until this has been received.

6. We reserve the right to cancel a grant or require repayment if we find that any material information provided on the application form or during the assessment process was misleading, inaccurate or fraudulent.
7. If the grant, or any part of it, is not used for the purpose specified, or is unspent, the Foundation may ask for it to be returned or reduce subsequent grant payments.
8. If the charity becomes insolvent, goes into administration, receivership or liquidation you should contact the Foundation at the earliest opportunity. If the grant or any part of it has not already been spent on the purpose specified, it must be returned to the Foundation.
9. If within the lifetime of the grant the charity undergoes a merger, consideration will be given, on receipt of a written request, to the grant being transferred, subject to the merged charity being eligible to receive funding.
10. We reserve the right to visit the charity to see and discuss the work supported by our funding and see evidence of approved expenditure. Most grant holders will receive a visit during the life of the grant.
11. We require you to report to us on the use of the grant against the budget and outputs and outcomes included in your funding application and to claim subsequent payments by completing and returning a Grant Report at the end of each 12 month period. Reporting dates are included in the offer letter and form part of the grant terms and conditions. Failure to complete and submit a grant report can result in remaining grant payments being cancelled and any new funding requests being rejected. You are also required to submit a final grant report within 3 months of the end of the grant period. The grant will be considered completed only when the report has been received and approved by the Foundation. We will email you a weblink to the Grant Report one month before the report is due.
12. Subsequent payments must be claimed within three months of the due date – unclaimed grants will expire after this period. Any other arrangements must be agreed in writing with the Foundation.
13. Any additional or special conditions contained within the offer letter or subsequently notified to you in writing also form a part of the grant terms and conditions under which this grant is paid.

14. We may use information provided by you to monitor or publicise the project and/or evaluate our grant programmes.
15. Information regarding the charity and the grant received will be published by the Foundation on its website and the Foundation reserves the right to use the information in any other printed or on-line information it produces.
16. The charity will acknowledge the Foundation's grant in its financial accounts as 'restricted funding' and the source of the grant as the Lloyds Bank Foundation for England and Wales. The grant should also be specifically acknowledged in your annual accounts for each year in which it was received. References to this grant in your Annual Report or Accounts should use one of the following forms of wording: • Supported by the Lloyds Bank Foundation for England and Wales • Funded with the support of the Lloyds Bank Foundation for England and Wales • Lloyds Bank Foundation for England and Wales
17. We require you to acknowledge the Foundation in the publication of all core materials that you produce, in print and online, that refer to the post or project for which you have received funding. For further information please see our website. If you wish to use our logo it is available online at <https://www.lloydsbankfoundation.org.uk/wedevelop/logos> with accompanying guidelines on appropriate citing and use. We require you to keep the Foundation informed of any media coverage relating to the funding. If you have any queries or would like guidance in promoting the grant and the work of your organisation please contact our Communications Team at [media@lloydsbankfoundation.org.uk](mailto:media@lloydsbankfoundation.org.uk) or on 020 7378 4611/13.
18. We hold the contact details of your organisation and the contacts named on your application on our database for the purposes of the administration of the grant. We reserve the right to share this information with appropriate parties, such as the Charity Commission and other funders, for the purposes of managing the grant. We reserve the right to use your details in order to update you about the work of the Foundation, its partners and stakeholders. Please notify the Foundation if there are changes to the contact information for the charity or the person who is managing the grant.

Please contact us at [enquiries@lloydsbankfoundation.org.uk](mailto:enquiries@lloydsbankfoundation.org.uk) or on 0870 411 1223 if you have any queries about your grant.

## Enhance Terms and Conditions

If you are awarded a grant by the Foundation we will also offer the charity additional support through our Enhance Programme. This provides a range of organisational support and development opportunities that draws on pro-bono services as well as specific packages of sector support such as PQASSO, Outcomes Star and courses provided by the School of Social Entrepreneurs. Most charities we fund take up some kind of Enhance support and the Grant Manager will discuss this with you in the coming weeks. The following Terms & Conditions will ONLY apply if you accept additional support under the Enhance Programme. If no Enhance support is accepted these will not apply. The charity is under no obligation to accept an offer of Enhance support and refusal will not affect this grant or any future grant awards.

- Provision of the Enhance support is free to the charity. However in some cases there may be travel / accommodation costs which will need to be met by the charity
- Once an external package of support has been commissioned on behalf of the charity and dates agreed with external providers for support (training/consultancy etc) the charity will be liable for any subsequent cancellation fees in line with the providers' cancellation policies.
- Acceptance of Enhance support will signify the charity is prepared to commit the necessary time to working with the Foundation or third part providers.
- If the charity does not commit the necessary time/resource to the support being offered, the Enhance support may be withdrawn.
- The charity will be required to be appropriately insured and to safeguard visitors to their premises.
- The charity will be required to fill in a simple form regarding the support provided so that the Foundation can quality assure the providers used, further develop the support available and determine the impact of any support.
- From time to time the Foundation will carry out an independent evaluation of the Enhance Programme. The charity will be required to participate in any such evaluation