



## Community Innovation Fund - NHS Tayside

Making a difference to communities across Tayside

# Terms and Conditions

### Terms and Conditions that apply to grants awarded by the Community Innovation Fund

#### Purpose of grant

- The grant must only be used for the purposes outlined in our Award Letter 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 Letter (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.

#### Record-keeping and monitoring

- You must complete and return the monitoring forms to us.
- You must keep an accurate record of how you spend the grant in order to complete the Monitoring forms.
- You must keep receipts or invoices for any work or services purchased with the grant money.
- You must keep records to track the progress of your project and measure its success.
- 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.
- 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.

#### Paying the grant

- We normally make the grant payment by BACs transfer to the bank account you gave on the application form. You must tell us if the bank details change.

#### Grants paid in instalments.

- All grants payments are on a quarterly basis and require relevant claim forms to be completed.
- No cash advances will be paid (**you can apply for a discretionary payment –eg. start-up costs**).
- Before we release the first instalment we will agree with you key outcomes / required documentation that will form the basis of your claims/reports.
- Once you have submitted satisfactory Interim Reports we will approve the release of further grant payments.

#### Acknowledgements and publicity

- You must provide us with a copy of your latest annual report & accounts if we request them.
- You must acknowledge the Community Innovation Fund in your annual report, press releases, in any promotional material relating to the funded project and other publications if appropriate.
- 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.

[www.communityinnovationfundtayside.scot.nhs.uk](http://www.communityinnovationfundtayside.scot.nhs.uk)

[cif.tayside@nhs.net](mailto:cif.tayside@nhs.net)



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- We will ask your permission before commissioning photographs of the project or using photographs that you have supplied.
- You may use the logo in your annual report.
- You should only use our logo in the preset format that we provide to you.

### Your responsibilities

- 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 fulfill your responsibilities as set out in your governing document and other policy documents (e.g. Child / Adult Protection Policy).

### Information

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

### Additional conditions

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

### 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.