



## STANDARD TERMS AND CONDITIONS OF GRANT

- 1 All grants are made strictly against the terms of the application received. Any changes must be agreed in advance.
- 2 The grant is not transferable.
- 3 The grant will not be increased in the event of an overspend.
- 4 An offer not claimed within nine months of the date of the offer letter shall be deemed to have lapsed.
- 5 Projects lasting more than one year shall produce a cash-flow forecast, against which grant instalments will be paid.
- 6 The grant should appear *separately identified* in your annual accounts, which should be forwarded to us.
- 7 An evaluation report, with the project budget outcome, shall be submitted within six months after the end of the project or term of the grant. Organisations receiving revenue grants offered for two or more years should submit a report and accounts at the end of each year, after which the next instalment will be paid. All reports should include details of beneficiaries reached, including numbers.
- 8 Acknowledgement of our grants should be made using the wording below, or by other wording as agreed between us.

***“----- receives financial assistance from The Elmley Foundation”***

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