

THE ANN DODGSON FOUNDATION

Fondation Ann Dodgson

Registered charity no (Numéro d'immatriculation): 1150076

GRANT TERMS AND CONDITIONS

Applicant:

Project:

1. To Accept the Grant:

You must complete and sign the Grant Acceptance Form and return one copy to us. This acts as your acceptance of our grant conditions and as your confirmation that the money will be spent for the purposes approved by The Ann Dodgson Foundation.

2. How the Grant will be Paid:

On receipt of a duly completed and signed "Acceptance Form", the grant will be paid in full by bank transfer or cheque.

3. Purposes of the Grant and Timescale:

The grant is provided solely for the purposes of the project as detailed in your application to The Ann Dodgson Foundation, dated

The start date of your project will be that stated by you on the Grant Acceptance Form. We will usually expect the project to be completed and the grant expended within 3 months of this date.

4. Changes to the Grant Project:

No changes to the project should be made without our prior agreement. You must inform us immediately of any proposed change relating to grant expenditure.

You must inform us of any change to the project timescale and this must be agreed by us in writing.

5. Reporting and Monitoring:

You should send us your report as soon as the project has been completed and no later than 3 months after the start date of the project.

We may wish to visit to see the work funded during the life of the grant. If so, we will give you at least 5 working days notice of our visit. During the visit all documents relating to your project should be available for inspection.

We reserve the right to publish reports.

6. Records:

You should keep accurate and comprehensive financial records of the spending of the grant and submit these, with receipts, with your report.

We reserve the right to publish reports.

7. Acknowledgement and Publicity:

The grant should be acknowledged in all printed materials that you produce about the work for which you have received funding. If you want to acknowledge our grant in a press release or any other type of media coverage, please contact us to talk it through.

We may also use your name and project in our publicity material.

8. Circumstances when the grant may be withheld, stopped or repaid:

Any part of the grant that is not required for the purpose approved must be refunded to us.

We also reserve the right to withhold the grant or require repayment if:

- We find that any false information has been supplied to the Foundation deliberately.
- The work undertaken is not the work for which the grant was approved (and if we have not been informed of and approved these changes).

9. Sharing Information with Other Bodies:

We reserve the right to share the information you have provided with relevant parties as defined by The Ann Dodgson Foundation (e.g. the Charity Commission) where appropriate.

10. All decisions made by The Ann Dodgson Foundation are final.