

## Grant Conditions

### By accepting this grant, you are agreeing to the following:

- You confirm that to the best of your knowledge the information in your application and in any supporting documentation is correct, and the application was submitted with the consent of the group's management committee/board of trustees/directors.
- You will use the grant only for the purposes described in the grant offer. If there is a change in your organisation's circumstances that may affect the way in which the grant is spent, you must contact Quartet Community Foundation to discuss this.
- You confirm that your organisation always maintains adequate insurance, and if asked, can supply copies of insurance confirmation.
- You must inform Quartet Community Foundation if your organisation's contact details change. This includes any changes to your group's main mailing addresses and/or email addresses and the mailing or email address of the main contact provided in your grant application.
- You agree to complete progress and end of grant reports as requested. Further applications will not be accepted if monitoring reports are not satisfactorily completed.
- Bristol City Funds has worked with the Centre for Thriving Places on an impact tool that will look at wellbeing and behaviour change among beneficiaries of funded projects, where this is relevant to the grant awarded. Answers will be anonymous and will not be used to evaluate your project but to look at our funding as a whole. By accepting this grant you agree to work with us on using this tool, where relevant, to help us understand the wider impact of our funding.
- To keep receipts and financial records of the way in which the grant is spent, as these may be needed for audit purposes.
- To acknowledge Quartet Community Foundation and Bristol City Funds in all publicity relating to this grant (e.g. press releases). To co-operate with publicising the grant in, for example, the local media and Quartet Community Foundation publications.
- To use both Quartet's logo and Bristol City Funds logos on all printed publicity connected with the grant (e.g. leaflets, posters). For the Quartet Community Foundation logo or fund logos to use in marketing, please email [enquiries@quartetcf.org.uk](mailto:enquiries@quartetcf.org.uk)
- If you provide photos or film footage as evidence of the use of the grant, we may use them in our own publicity materials unless you have asked us not to. When photos or film are sent to the Community Foundation it is assumed that full consent has been obtained and that the Community Foundation has the right to use the photograph(s) / film footage provided in any publicity materials, books, newspapers and magazines articles, on the foundation's website and via social media.
- Please note, unless your group asks us not to do so, it is assumed that the Community Foundation has full consent to use any information or case studies provided in your group's end of grant monitoring report form in the Community Foundation's publicity materials.