



Quartet
Community
Foundation

Grant Conditions

By accepting the 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.
- To 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.
- That you will 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.
- To complete End of Grant reports as requested. Further applications will not be accepted if these reports are not satisfactorily completed.
- 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 the fund that the grant has been awarded from 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 Community Foundation's logo and that of the fund from which the grant originated on all printed publicity connected with the grant (e.g., leaflets, posters), in line with the logo guidelines. For the Quartet Community Foundation logo or fund logos to use in marketing, please email marketing@quartetcf.org.uk
- Please note, 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 do so. When photos or film are sent through to Quartet Community Foundation it is assumed that full consent has been obtained and that Quartet 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 Quartet Community Foundation has full consent to use any information or case studies provided in your group's end of grant report in Quartet Community Foundation's publicity materials.