

# Funding Agreement with Quartet Community Foundation



## **By accepting the Grant Offer, you confirm that:**

To your knowledge, the information in your application and any supporting documentation is correct, and the application was submitted with the consent of the applicant's Management Committee/Board of Trustees/Directors.

## **By accepting the Grant Offer, you agree to the following:**

1. To use the grant only for the purposes described in the grant offer. If there is a change in your circumstances that may affect how the funding is spent, you will contact Quartet Community Foundation to discuss this.
2. To maintain sufficient insurance coverage for your organisation and, if necessary, you will provide proof upon request.
3. To adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law.
4. 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.
5. To complete an end-of-grant report, and any progress reports, when requested. Further applications cannot be considered if these reports are not satisfactorily completed.
6. To keep receipts, invoices and any other financial records of how the grant is spent, for at least 12 months after the grant has been fully spent, as these may be needed for audit purposes.
7. To acknowledge, where appropriate, Quartet Community Foundation, and the fund that the grant is awarded from, in publicity relating to this grant (e.g. press releases). To use both the Quartet Community Foundation's logo and that of the fund from which the grant originated on 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 [marketing@quartetcf.org.uk](mailto:marketing@quartetcf.org.uk)

Please note, that unless you ask us not to do so, it is assumed that Quartet Community Foundation has full consent to use any information, photos, film footage or case studies provided in your end-of-grant report in Quartet Community Foundation's publicity materials.

**If your organisation is in breach of these terms and conditions**, Quartet Community Foundation reserves the right to take action to recover the total grant awarded.

**If you accept the Grant Offer, Quartet Community Foundation agrees to:**

1. Be responsive to any questions you raise during the lifetime of this grant.
2. Be open to discussing options for changing the use of the grant if your circumstances change in a way that will affect how the grant can be spent.
3. Be open to discussing options for changing the end-of-grant due date if your circumstances change in a way that will affect how soon the grant can be spent.
4. Give you good notice when reports about funded work are required.

If you have any questions, please contact us at any point during the lifetime of your grant.

You can contact us on 0117 989 7700 or email [applications@quartetcf.org.uk](mailto:applications@quartetcf.org.uk)