**Edinburgh Local Community Grants Scheme**

**April 2020 – Financial Details and Terms and Conditions**

Bank account details

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| Please provide details of your organisation’s bank account. This should be a UK bank account that can receive BACS payments. |
| Name of organisation |  |
| Bank name and address |  |
| Bank account name |  |
| Sort code |  |
| Account number |  |
| Please sign in the box to the right to confirm that these bank account details are correct*[This must be your handwritten signature. Please either print out, sign and scan this page, or insert a scanned copy of your signature. If you cannot do either, please contact us to arrange to return the form by post.]* |  |
| Signatory’s Full Name  |  |
| Signatory’s position within the organisation |  |

Terms and conditions

By accepting funding from the Edinburgh Local Community Grant Scheme, administered by The University of Edinburgh, (“the University”), you will be consenting to the following terms and conditions:

1. Your Edinburgh Local Community Grant funding, (“the Grant”) must be spent in the manner outlined in your application, by the organisation which submitted the application. If circumstances mean you are likely to deviate from this, please contact us (local@ed.ac.uk, 0131 651 5000) immediately. The University reserves the right, in any such case, to withdraw or adjust the Grant. Grants cannot usually be transferred from one organisation to another.
2. If it looks like your project may encounter delays, please contact us (local@ed.ac.uk) immediately. Again, the University reserves the right to withdraw or adjust the Grant.
3. Funding cannot be ‘double-counted’: your project may be funded from more than one source, but you must not (for example) claim for the same item from two different sources.
4. Your project cannot start before payment is received by your organisation; you should not spend against the Grant before then.
5. Any unspent money must be returned to the University of Edinburgh within one month of your project ending. A full breakdown of your spending must be provided in your final report, with copies of receipts where practical.
6. You will send us a final report on your project; a template will be provided. The report should be submitted to the University, by email or post, within one month of your project ending. Failure to meet this deadline may jeopardise your chances of receiving future Community Grant funding from the University.
7. The University shall be entitled to publicly disseminate all or part of your final report. We may, at our discretion, publicly refer to you/your organisation, as a recipient of the Grant, and to the general nature of your project, on any University website(s) and/or other communications channels. We will not mention specific project details without your consent, which you will not unreasonably withhold.
8. The University may contact you regarding coming to visit you and your project, both to get to know you and to create media to support our communications about your project and the Grants scheme more generally. We appreciate there may sometimes be good reasons why such visits are not possible but, otherwise, we would expect you to accommodate such visits.
9. Where you share with us photographs associated with your project, the University will not identify individuals in such photographs, or share their likeness through photographs or video, without their prior written consent (and that of the parent or guardian of a vulnerable person). The University will not publish any photos without appropriate permissions being secured.
10. You must acknowledge the University’s support in any materials published for your project and in the accounts and annual report of your organisation. A template for acknowledging the University’s support will be provided.
11. Your project will take all customary and appropriate steps to look after the safety and wellbeing of all the people involved, but especially of individuals who may be more vulnerable. Where appropriate and necessary, PVGs must be in place for individuals coming into contact with vulnerable groups (for example, where volunteers are working alone with vulnerable individuals). PVG accreditation should be supported by practical plans and policies for ensuring the safety and wellbeing of vulnerable and other people.
12. Your project should not damage the natural and built environment and heritage, where applicable.
13. Your project must be fully compliant with relevant laws, including General Data Protection Regulation (GDPR), health and safety, planning, and pollution laws, as applicable.
14. Unless you own the site/land where your project takes place, you must have permission from the owner to undertake your project there.
15. We will retain details of your project (both application forms, end-of-grant report and media) for five years.

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| **I have read and agree to be bound by the above terms and conditions.** |
| Signature*[This must be your handwritten signature. Please either print out, sign and scan this page, or insert a scanned copy of your signature. If you cannot do either, please contact us to arrange to return the form by post.]* |  |
| Signatory’s Full Name  |  |
| Signatory’s position within the organisation |  |
| Date |  |

**END OF THIS FORM**