

Grant Terms & Conditions
For [Grantee org name] Ref: [our ref]

This document provides the terms and conditions that the charity needs to agree to if you wish to accept the grant. Please read through carefully so you are fully aware of your responsibilities. This document should be retained for future reference and the contents shared with those staff at your charity who are responsible for funding and finance, and specifically for the management of activity supported by the grant. You need to confirm you are happy to comply with the Terms and Conditions when you acknowledge receipt of the grant payment as referenced in the Grant offer letter.

1. The grant is provided on a restricted basis and must be used exclusively for the purpose specified in the grant offer letter. All grants are made on the strict understanding that the application discloses all material information relevant to the board's decision, and that if such information changes significantly at any time after the application is submitted we are immediately notified. We consider the submission of the application form as acceptance of this requirement and of the wider terms and conditions contained within this document. If you do not feel able to meet the required Terms and Conditions, please notify the Foundation that you do not wish to accept the grant.
2. For grants paid by instalment over a period of up to one year, the grant is provided on the basis that the Foundation has committed the funds to meet agreed future payments. In the unlikely event of the Foundation being unable to meet this commitment it reserves the right to withdraw the offer of funding and cancel future grant payments. Grants paid by instalment over a period of more than one year are similarly subject to this condition, and to additional conditions (please see paragraphs 12-14).
3. Continuation Funding. In some cases, the grant offer letter will indicate that the Foundation is prepared to consider funding for a further period beyond the life of the confirmed grant. Any offer of continuation funding is subject to future consideration and approval and does not represent a commitment or guarantee by the Foundation that such funding will be forthcoming. The Foundation will contact you during the final year of the grant offered to invite you to apply for continuation funding. The grant programme, including the initial grant and any continuation grant will be subject to a cumulative maximum of three years' funding.
4. The grant is provided on the basis that the costs it is meeting have not and will not be secured from other sources. If all or part of the funding is sourced elsewhere, unless this has been stated on the application form you must at once disclose it to the Foundation and in that case the amount of our grant may be reduced to a lesser amount, or to zero.
5. If the charity is unable to use the grant for the purposes and within the timescales specified in the offer letter, the Foundation must be informed in writing immediately. If you want any changes to be considered and approved please write to:

Jo Le Poidevin
Executive Director
Lloyds Bank Foundation for the Channel Islands
Sarnia House
Le Truchot
St Peter Port
Guernsey
GY1 4EF
Email: jlepoidevin@lloydsbankfoundation.org.uk

The agreement or rejection of any changes to the grant purpose will be confirmed in writing by the Foundation. Any changes to the programme being funded should not be implemented until this has been received.

6. We reserve the right to cancel a grant or require repayment if we find that any material information provided on the application form or during the assessment process was misleading, inaccurate or fraudulent.
7. If the grant, or any part of it, is not used for the purposes specified, or is unspent within 12 months of the grant offer letter, the Foundation is entitled to its return.
8. If the charity becomes insolvent, goes into administration, receivership or liquidation you should contact the Foundation at the earliest opportunity. If the grant or any part of it has not already been spent on the purpose specified, it must be returned to the Foundation.
9. If within the lifetime of the grant the charity undergoes a merger, consideration will be given, on receipt of a written request, to the grant being transferred, subject to the merged charity being eligible to receive funding, but this is at the sole discretion of the Foundation's Trustees.
10. We reserve the right to visit the charity to see and discuss the work supported by our funding and see evidence of approved expenditure. Most grant recipients will receive a visit during the life of a grant.
11. Monitoring and Evaluation – one-off grants. If the grant is a one-off grant (i.e. one payment only) we expect you to spend it without delay in accordance with the schedule set out in the application. We require you to report to us on the use of the grant against the budget and outputs and outcomes included in your funding application, and report on any difficulties encountered and progress against your initial plan by completing and returning a Feedback form as soon as the grant has been spent, or within 12 months of receipt of the grant at the latest. The return date is included in the offer letter and forms part of the grant Terms and Conditions. The grant will be considered completed only when the Feedback form has been received and approved by the Foundation. A Feedback form is enclosed with this grant offer letter.
12. Monitoring and Evaluation – multiple year grants. If the grant is payable in two or three instalments we require you to report on the use of the grant against the budget and outputs and outcomes included in your funding application, and report on any difficulties encountered and progress against your initial plan by completing and returning a Feedback form at the end of each 12 month period. The return date is included in the offer letter and forms part of the grant Terms and Conditions. A Feedback form is enclosed with the grant offer letter.
13. In the case of multiple year grants, the second and subsequent payment(s) is/are subject to the receipt of the Feedback form and the Trustees' agreement that it is satisfactory. The Trustees retain the right to cancel any outstanding payments if they judge that progress is not satisfactory. We expect to be able to release the second payment 12 months after the first payment. If there are any delays in spending the first payment, we will delay the release of the second payment. The release of future payments is also subject to our own financial circumstances. We apply strict controls over the level of future grants agreed. In the event of a reduction in our income, any such future commitments would be the first priority of the Foundation, and the Trustees have every intention of meeting these commitments, but we cannot commit ourselves to doing so in all eventualities. Failure to complete and submit a Feedback form can result in remaining grant payments being cancelled and any new funding requests being rejected. You are also required to submit a final grant report within 2 months of the end of the grant period. The grant will be considered completed only when the Feedback form has been received and approved by the Foundation.
14. For instalment grants and others paid in more than one amount, subsequent payments must be claimed within three months of the due date – unclaimed grants will expire after this period. Any other arrangements must be agreed in writing with the Foundation.
15. Any additional or special conditions contained within the offer letter or subsequently notified to you in writing also form part of the grant Terms and Conditions under which the grant is paid.
16. We may use information provided by you to monitor or publicise the project and / or evaluate our grant programme.

17. Information regarding the charity and the grant received will be published by the Foundation on its website and the Foundation reserves the right to use the information in any other printed or digital information it produces.
18. The charity will acknowledge the Foundation's grant in its financial accounts as 'restricted funding' and the source of the grant as Lloyds Bank Foundation for the Channel Islands. The grant should also be specially acknowledged in your annual accounts for each year it was received. References to this grant in your Annual Report or Accounts should use one of the following forms of wording:
 - Supported by Lloyds Bank Foundation for the Channel Islands
 - Funded with the support of Lloyds Bank Foundation for the Channel Islands
 - Lloyds Bank Foundation for the Channel Islands
19. We require you to acknowledge the support of the Foundation in the publication of all core materials that you produce, in print and digital, that refer to the post or project for which you have received funding. We require you to notify us in advance of any intention to publicise the subject of the funding and to keep the Foundation informed of any media coverage relating to it. If you have any queries or would like guidance in promoting the grant and the work of your organisation and if you wish to use our logo, please contact the Executive Director.
20. We hold the contact details of your organisation and the contact names on your application on our database for the purposes of the administration of the grant. We reserve the right to share this information with appropriate parties, such as the Charity Commission and other funders, for the purposes of managing the grant. We reserve the right to use your details in order to update you about the work of the Foundation, its partners and stakeholders. Please notify the Foundation if there are changes to the contact information for the charity or person who is managing the grant.

Jo Le Poidevin, Executive Director, Lloyds Bank Foundation for the Channel Islands
Address: Sarnia House, Le Truchot, St Peter Port, Guernsey, GY1 4EF
Tel: 01481 706360
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