



Research & Innovation Grants

Terms & Conditions of Grant

Project Name:

Grantee:

Date:

Definitions:

“Project” means the project that is being awarded funding as stated in the original application form.

Funding

1. The award of ££££ will only be used for the purpose as outlined in its application.
2. The award for the project covers xxxx period of time. This includes any maintenance or monitoring period following completion of the actual grant project.
3. The project should not be started prior to acceptance of the award of grant. Any work started or goods/equipment purchased prior to this will not be eligible for the Grant unless specifically agreed in writing.
4. Funds will be spent within the project timeframe.
5. The grant awarded will not be increased if costs exceed original estimates without prior agreement.
6. Any changes to the details of the project should be confirmed in writing. Including any contact details.
7. The funds will be paid into the nominated account or to the nominated person or organisation and will be used for the purposes described in the application.
8. You must comply with all domestic and European legislation and regulations relevant to the Project and have all necessary consents, insurance and permissions in place before work commences. Evidence of compliance and consents must be supplied on request.
9. If the project involves buying goods or services or undertaking works, you must secure good value for money.
10. You must put formal contracts in place with contractors, suppliers and professional advisers before you start the respective element of the project. The terms of these should be proportionate to the standards required of the project. If the Project involves a new post(s) you must advertise this and conduct a formal recruitment process.
11. You must keep sufficient financial information and records relating to the project for the project period.
12. You will indemnify Future Woodlands Scotland against all action, claims, demands, costs, expenses and losses incurred by or made arising out of or in connection with the payment of the Grant or any services provided using the grant.



Monitoring

1. A final end of grant report will be provided. Annual interim reports may be required.
2. Proof of expenditure outlined in the application should be provided with the end of grant report.
3. The Trustees may visit the project at any time to inspect the progress of the project and ensure that funds have been expended as per the application.
4. Notification of anything that significantly threatens or delays the project should be highlighted.
5. Should any changes to the aims, duration, structure, delivery or intended spend of the project become necessary; you agree to seek permission from Future Woodlands Scotland before implementing any such changes.
6. Failure to comply with these terms and conditions could jeopardise future applications or require repayment of funds.
7. Future Woodlands Scotland will not pay any grant if these terms and conditions are not kept. In particular:
 - a. If information supplied is found to be incorrect, misleading or fraudulent, whether this is provided before or after the grant has been paid.
 - b. If the Project changes without prior written agreement.
 - c. If the applicant changes legal status, closes down, or are declared bankrupt or go into receivership or liquidation.

Branding and Publication

1. The project will acknowledge the source of the award by branding the project as being supported by Future Woodlands Scotland.
2. Future Woodlands Scotland name should appear on all related materials
3. Future Woodlands Scotland may ask a project to become the subject of a case study to promote the project.
4. Future Woodlands Scotland can use the project for promotional activities, including use of photography.
5. A copy of all data produced must be provided to Future Woodlands Scotland at the end of the project.
6. Future Woodlands Scotland can use data after the project completion.

I agree to the terms and conditions above.

Signed:

On behalf of:

Date: