

GRANT APPLICATION FORM

THE FINE & COUNTRY
FOUNDATION

Application period (please tick one)	<input type="checkbox"/> Spring (March) <input type="checkbox"/> Autumn (October)
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Section 1. To be completed by the Fine & Country office that has nominated you for a grant

Name of Fine & Country license	
Name of license owner	
Signature confirming existing support of The Foundation and this grant application	

Section 2. To be completed by the charity

Name of charity organisation	
Registered charity number	
Date of application	
Name of authorised person submitting the form	
Email address of contact	
Contact number	

Website address	
Address of head office or branch	
Name of Project	
How much do you require for your grant? (Up to £3,000 and no salary requests are permitted)	
Summary of charity and its aims and objectives (No more than 200 words)	
Please describe the project (no more than 200 words)	

<p>Please provide a financial breakdown of the project/ item(s) which the grant is for. Please be as detailed as possible.</p>	
<p>If you are providing any additional documents (i.e. financial records or brochures), please state the name of the documents here.</p>	
<p>Have you received any grants from The Fine & Country Foundation or other organisations in the past 24 months, and if so please state the date, name of project and amount given.</p>	
<p>Please provide bank details for receipt of the grant.</p>	

**Please sign and date below to confirm your Grant Application for funds towards your project.
*Your signature also confirms acceptance of our Terms and Conditions set out on pages 4&5.**

<p>Name</p>	<p>Position in Organisation</p>
<p>*Authorised Signature</p>	<p>Date</p>

Terms and Conditions of the Grant Award

1. Definitions

1.1 'We', 'our' and/or 'The Foundation' refers to The Fine & Country Foundation with registered charity number 1160989.

1.2 'You' and 'your' refers to the organisation (being a charity established for charitable purposes) receiving the Grant.

1.3 The 'Grant' means the specific grant you applied to the Foundation for acceptance.

1.4 The 'Project' refers to the specific project for which we are supporting by providing you with the Grant as specifically contained and set out in the application form and any supporting documents as part of your application for the Grant.

2. Payment of the Grant

2.1 The payment of the Grant is strictly subject to the Foundation having the necessary funds available.

2.2 Receipt of the Grant must be formally acknowledged and accepted by you in writing.

2.3 The Grant (if any) made for a Project will not be increased without the prior written discretion of the Trustees of the Foundation.

3. Tax

3.1 We acknowledge the Grant is not consideration for any taxable supply for VAT purposes by us to you. We understand your obligation does not extend to paying us any amounts in respect of VAT in addition to the Grant and that the Grant made by you is inclusive of VAT.

3.2 You will be entirely responsible and liable for your own financial and tax arrangements.

4. Use of the Grant

4.1 The Grant will be used to pay for the Project only, or be used as a contribution towards the Project, for the specific and identifiable purpose(s) approved by the Foundation.

4.2 All Grant funds provided by the Foundation must be used solely for charitable purposes and

you represent this is the case. They cannot be used to fund the employment of an external fundraising agent or to fund commission payments where a third party has been used to raise funds on your behalf.

4.3 No changes, variations and/or adaptations to the Project will be made without first obtaining the prior written agreement from the Foundation.

4.4 You must inform the Foundation as soon as possible of any proposed changes relating to Grant expenditure and anything which may materially impact on the Project delivery including timings.

5. Accounts

5.1 You will keep an up-to-date, accurate and comprehensive financial record of the spending of the Grant and retain a copy of all appropriate invoices and receipts.

5.2 You will agree to submit this financial record to the Foundation on an "open book" basis upon request.

6. Monitoring

6.1 The Foundation reserves the right to visit to see any aspect of the Project including the work or equipment funded by the Grant given reasonable notice.

6.2 You will inform the Foundation promptly of any changes to the information you have provided as part of your Grant application and will make sure that all the information the Foundation holds is true, complete and up to date.

7. Reporting

7.1 You are required to submit the following materials to the Foundation by email within 30 days of completion of the project and/or the use of all the funds forming part of the Grant:

7.1.1 An Evaluation Report of no more than 1,000 words, including a brief description of: (a) progress of the Project to completion; (b) achievement and non-achievement of outcomes as specified in the application; (c) how the Project benefited the intended audience/public and the numbers that benefited; (d) how the Grant was spent, including an explanation of any substantive deviations of expenditure from the budget submitted in the original application.

7.1.2 A project summary of no more than 500 words that provides a synopsis of what the Grant was awarded to support, with the achievements and benefits of the Project. The Foundation will use this text to describe the Grant-aided Project on its website and in its public reports. It is your responsibility to ensure this text is correct and fully copy-edited.

8. Withholding, Suspending and Repayment of the Grant

8.1 The Foundation reserves the right to immediately withhold, suspend or require repayment of the Grant at their discretion if:

8.1.1 Any part of the Grant is revealed not to be required for the purpose approved.

8.1.2 Any part of the Grant is not spent within the agreed timescale.

8.1.3 Any form of false, inaccurate or misleading information is found to have been provided to the Foundation.

8.1.4 The applicant becomes insolvent or goes into administration, receivership or liquidation and the Grant has not been spent on its intended purpose.

8.1.5 You breach and/or seem likely to breach these Terms and Conditions.

8.2 Any assets of value purchased with the Grant should be retained and used for the agreed purpose. If the assets are used for another purpose or disposed of, this must be reported to the Foundation, who reserves the right to require repayment of the value of the asset or transfer it to another beneficiary.

9. Liability

In accepting the Grant you acknowledge and accept that those supported by the Grant are not regarded as being employed by the Foundation, and that the Foundation accepts no responsibility as an employer.

10. Indemnity

You agree to indemnify us or procure an indemnity against any liability arising from any claim made against us in connection with or arising from the Grant.

11. Intellectual Property

11.1 The Foundation reserves the right to publicise the Grant and use your organisation's name, logo,

intellectual property rights and any of your material in its publicity.

11.2 The Foundation reserves the right to contact you in the future in order to publicise the Grant's impact.

12. Amendments

The Foundation reserves the right to review and amend these terms and conditions. You will be notified of any changes, which will apply to all new and existing Grants.

13. General

13.1 The offer of the Grant must be accepted by signing and sending a letter in writing within 14 days of the date of issue. Grant offers must be accepted by signing two copies of the offer letter and the Terms and Conditions of the Grant Award. The Grant recipient should keep one copy of each document on file and send the other to the Foundation for administration.

13.2 The offer of any Grant that has not been accepted in accordance with these requirements will lapse after the period of 14 days and at that date the Foundation will assume that the offer of Grant has been declined or is no longer required.

13.3 Failure to abide by these Terms and Condition of Grant Award will result in future applications being rejected for a period of 12 months.

13.4 No variation to the Terms and Conditions of Grant Award will be of any effect unless confirmed in writing and signed by a Trustee of the Foundation.

14. Governing Law and Jurisdiction

14.1 This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by, and construed in accordance with, the law of England and Wales.

14.2 The parties to this Agreement irrevocably agree that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement or its subject matter or formation (including noncontractual disputes or claims).---