

**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 it wish to accept the grant. Please read through carefully so The Charity is fully aware of the responsibilities. This document should be retained for future reference and the contents shared with the staff responsible for the management of funding, finance and the management of activity supported by the grant. A representative of The Charity needs to detach, sign and return the Acceptance Form before we will release the initial grant payment.

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 form as acceptance of this requirement and of the wider terms and conditions contained within the document. If The Charity does not feel able to meet the required Terms and Conditions please notify the Foundation that it does 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 grant 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 any commitment or guarantee by the Foundation. The Foundation will contact The Charity during the final year of the grant offered to invite it to apply for continuation funding. The grant programme, including the initial grant and any continuation grant will offer a 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 The Charity must at once disclose it to the Foundation and in that case the amount of the 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 The Charity wants 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](mailto:jlepoidevin@lloydsbankfoundation.org.uk)

The agreement or rejection of any changes to the grant will be confirmed in writing by the Foundation. Any changes 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 purpose specified, or is unspent, the Foundation may ask for it to be returned or reduce subsequent grant repayments.

8. If The Charity becomes insolvent, goes into administration, receivership or liquidation it 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.
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 holders will receive a visit during the life of the grant.
11. Monitoring and Evaluation – one-off grants. If the grant is a one-off grant (i.e. one payment only) we expect The Charity to spend it without delay. We require The Charity to report to us on the use of the grant against the budget and outputs and outcomes included in the funding application, and report on any difficulties encountered and progress against your initial plan by completing and returning a Grant Report as soon as the grant has been spent, or within 12 months of receipt of the grant at the latest. Reporting Dates are included in the offer letter and form part of the grant Terms and Conditions. Failure to complete and submit a Grant Report can result in remaining grant payments being cancelled and new funding requests being rejected. The grant will be considered completed only when the Grant Report has been received and approved by the Foundation. We will email The Charity a weblink to the Grant Report one month before the report is due.
12. Monitoring and Evaluation – multiple year grants. If the grant is payable in two or three instalments we require The Charity to report to us on the use of the grant against the budget and outputs and outcomes included in its funding application, and report on any difficulties encountered and progress against the initial plan by completing and returning a Grant Report at the end of each 12 month period. Return date is included in the offer letter and form part of the grant Terms and Conditions. We will email The Charity a weblink to the Grant Report one month before the report is due.
13. The second and subsequent payment is subject to the receipt of the Grant Report and the Trustees' agreement that this 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 delays spending the first payment, we will delay the release of the second payment. The release of future payments is also subject to our future income. We apply strict controls over the level of future grants agreed. In the event of reduction in income, any such future commitments would be the first priority of the Foundation, and the Trustees have every intention of meeting these commitments. Failure to complete and submit a Grant Report can result in remaining grant payments being cancelled and any new funding requests being rejected. The Charity is also required to submit a final Grant Report within two months of the end of the grant period. The grant will be considered completed only when the Grant Report has been received and approved by the Foundation.
14. 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 The Charity in writing also form a part of the grant Terms and Conditions under which the grant is paid.
16. We may use information provided by The Charity 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 online information it produces.
18. The Charity is required to acknowledge the Foundation's grant in its financial accounts as 'restricted funding' and the source of the grant as the Lloyds Bank Foundation for the Channel Islands. The grant should also be specifically acknowledged in the Charity's annual accounts for each year in which it was received. References to this grant in The Charity's Annual Report or Accounts should use one of the following forms of wording:
  - Supported by the Lloyds Bank Foundation for the Channel Islands
  - Funded with the support of the Lloyds Bank Foundation for the Channel Islands
  - Lloyds Bank Foundation for the Channel Islands

19. We require The Charity to acknowledge the Foundation in the publication of all core materials that it produces, in print and digital, that refer to the post or project for which it has received funding. We require The Charity to notify the Foundation 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 The Charity has any queries or would like guidance in promoting the grant and the work of The Charity, and if The Charity wishes to use our logo, please contact the Executive Director.
20. We hold the contact details of The Charity and the contact names on the 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 Jersey Charity Commission, Guernsey Registry, and other funders, for the purposes of managing the grant. Please notify the Foundation if there are changes to the contact information for The Charity or person who is managing the grant. By contacting the Foundation, the contacts named in The Charity's application may request that their details are expunged from our database. Where contact details are removed, we require The Charity to supply the Foundation with details of alternative contacts.

Please contact Jo Le Poidevin, Executive Director, Lloyds Bank Foundation for the Channel Islands at [jlepoidevin@lloydsbankfoundation.org.uk](mailto:jlepoidevin@lloydsbankfoundation.org.uk) or on 01481 706360 or at Sarnia House, Le Truchot, St Peter Port, Guernsey, GY1 4EF with any queries about The Charity's grant (including details on how to request a copy of The Charity's contact information) or to make a complaint about our use of The Charity's data.

**Grant Terms and Conditions**

for «Grantee\_Org\_Name» Ref: «Request\_ID»

**Acceptance Form**

If «Grantee\_Org\_Name» accepts the grant this section of the form must be signed on behalf of the grant holder and returned to the Foundation:

<p><b>Main Contact:</b></p> <p>.....</p> <p>«Request_Primary_Contact_Name» «Request_Primary_Contact_Title»</p>	<p><b>Charity Contact:</b></p> <p>.....</p> <p>«Grantee_Org_Primary_Contact_Name» «Grantee_Org_Primary_Contact_Title»</p>
<p><b>Date:</b> .....</p>	<p><b>Date:</b> .....</p>

**Return Address:**

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