

**CRIPPLEGATE FOUNDATION**

**TERMS AND CONDITIONS OF GRANT**

Cripplegate Foundation makes grants for a wide range of activities. The following conditions are intended firstly to ensure that grants are spent for the purposes for which they are given; secondly to ensure that the Foundation is informed promptly of any significant changes in schemes being supported; and thirdly that the Foundation receives proper account of the outcome of the scheme.

1. **The offer of a grant must be acknowledged on headed paper within two weeks of receipt of the offer letter.** Grants must be used solely for the purposes set out in the application and approved by Cripplegate Foundation. If grant holders wish to make any substantial changes to their use of grants, they should seek the Foundation's permission before doing so.
2. All organisations must keep full accounts and these must be made available for inspection by the Foundation at any reasonable time.
3. A set of audited accounts must be sent to Cripplegate Foundation within six months of the end of the financial year. If you do not have a full audit because you are a small charity and your accounts only need to be independently examined, the Foundation staff will discuss the matter with you to establish whether your accounts provide the information required.
4. The grant offer letter will set out when payments will be made. The Foundation reserves the right to claim back any grant which has not been used for the purposes given.
5. Where the Foundation's grant covers the employment of staff, organisations must ensure that a job description is drawn up, the post is advertised and workers have contracts of employment. Staff should be recruited in line with good employment practice.
6. Where an organisation requires all or part of its work to be contracted out e.g. building works, purchase of equipment, printing, or research, it will normally be expected to provide the following written quotations;  
Between £1,000 and £10,000 - 2 quotations required  
Over £10,000 - 3 quotations required  
Quotations are not required for work costing under £1,000.
7. A report should be submitted to the Foundation each year, on the anniversary of the grant approval, including an assessment of how far the scheme has achieved its objectives. Prompt and frank admission of failure and an analysis of the reasons for it are of much more value to the Foundation than delay or excuses.
8. The Foundation may withdraw funding if organisations fail to comply with its terms and conditions.

I accept the offer of the grant and agree to abide by its terms & conditions

Name of Organisation:.....

Signed:.....Status:.....

Date: .....