

LITERATURE WORKS ANNUAL FUND

TERMS AND CONDITIONS OF RECEIVING A GRANT

INTRODUCTION

- i. Literature Works' Annual Fund is a small grants scheme, run by the charity Literature Works [registered charity no. 1132586 and company no. 06858956]
- ii. Literature Works must ensure that any grant under the scheme:
 - a. furthers Literature Works' charitable objects;
 - b. is for public benefit
 - c. is made only to suitable persons and organisations; and
 - d. does not generate undue risk to Literature Works' own charitable funds.
- iii. Literature Works' principal charitable objective is to advance the education of the public through the appreciation, knowledge, understanding and enjoyment of literature [for public benefit in the South West of England].
- iv. To make sure that Literature Works can protect the grant and its own charitable funds, each grant must be received on the following terms.

TERMS OF RECEIPT

USE OF THE GRANT

1. Any grant is a voluntary payment made by Literature Works in furtherance of its charitable objects.
2. The recipient of the grant holds it on trust for the charitable objects and must use the grant only to carry out the activity specified in the letter offering the grant.
3. This activity must be completed within 6 months of receipt of an award. In the event that this is not the case, the grant is to be returned immediately to Literature Works.
4. The recipient of the grant will provide Literature Works with evidence of match or in-kind funding.
5. In order to establish that the grant has been properly used, the recipient is required to complete and return the supplied 'Evaluation Form' within 14 days of completion of the activity and return a case study based on the template we will also supply. In the event these materials are not completed and returned, or reveal that the grant has not been properly applied, the grant is to be returned immediately to Literature Works.

TAKING RESPONSIBILITY FOR THE PROPER AND EFFECTIVE USE OF THE GRANT

6. The recipient will not say or do anything to indicate that Literature Works has any responsibility in relation to carrying out of the activity. Any use of Literature Works' or the Annual Fund's names and logo must be with the consent of Literature Works. We request that your funding is recognised by our 'Literature Works Investing in Literature' logo in an appropriate manner e.g. at the foot of posters, but you ensure that the impression is not created that the activity is or may be being run by or on behalf of Literature Works.
7. The recipient will ensure that where appropriate it has in place adequate insurance, such as public liability and employee cover.
8. Prior to conducting the activity, the recipient will carry out an effective risk assessment and put in place appropriate safeguards against loss, injury and/or breach of any legal requirements.

9. The recipient acknowledges that Literature Works incurs no liability in respect of the funded activity by virtue of providing the voluntary donation, these terms and conditions, or in any other way.

SUITABILITY OF THE RECIPIENT TO RECEIVE THE GRANT

10. The recipient confirms that it is a fit and proper organisation or person to carry out the funded activity.
11. The recipient confirms that the funded activity will be carried out in compliance with the relevant law, including but not limited to that relating to public safety and the protection of children and vulnerable adults.

TAX

12. The recipient is not carrying out a supply of goods or services in exchange for the grant.
13. The recipient confirms, in any event, that any VAT due is included within the grant.

SIGNATURE :

CONTACT NAME:

NAME OF ORGANISATION:

ACTIVITY TITLE:

[This should be the same as your Application Form]