

Community Food and Health (Scotland)

Conditions of small grant 2008/2009

The grant recipient will be responsible for ensuring that these conditions are met. Community Food and Health (Scotland) or CFHS, reserves the right to request a refund of the grant or part of the grant if the grant conditions are not met, if the organisation ceases to function, or if information given in the grant application turns out to be false.

1. The grant must only be used for the purposes described in the application form. No change to these purposes can be made by the recipient without the prior approval of CFHS. CFHS must be given an explanation for any significant changes to the aims of the work being funded.
2. Any sum not used for the purpose for which it was given should be returned to CFHS once the work that has been funded has ended.
3. At the end of the work that is being funded the grant recipient may be asked to submit a project expenditure report (with receipts where appropriate). If CFHS requires additional financial information during or at the end of the work that is being funded, the recipient must supply this. If the timetable of the work that is being funded is changed or delayed, CFHS must be informed in writing.
4. CFHS has no commitment to renew financial support after the term of this grant.
5. The grant is not to be used for party political purposes.
6. The contribution of CFHS to the work that is being funded must be acknowledged in all publicity. CFHS must receive copies of any project reports, press coverage and evaluations.
7. The level of grant is at a fixed cash level and will not be adjusted to meet pay or price changes.
8. The grant recipient must provide (when applicable) a copy of the organisation's constitution.
9. The grant recipient will be expected to co-operate with and participate in CFHS's monitoring and evaluation processes. This will include completing an evaluation form/evaluation report. It may also include sharing what you have learnt from your grant funded activities with CFHS staff, our newsletter readers, at our events and any other interested projects and agencies.
10. The name of your organisation, the amount of funding that you have been awarded and a brief note on what you have been funded for will be published on the CFHS website and information on your grant funded activities will be sent to local and national media.
11. Any written materials (including emails) sent to, or received by Community Food and Health (Scotland), may require to be disclosed under the provisions of the Freedom of Information Act 2000.
12. If we do not receive this completed grant acceptance form and your reference by Christmas 2008 we reserve the right to withdraw our offer of funding.
13. The grant recipient will be expected to spend their grant money by September 2009.

Community Food and Health (Scotland)

Please complete all of the following and return to the address below as soon as possible. We cannot send you your grant cheque until we have received this completed contract

Acceptance of grant conditions 2008/2009

We (the grant recipient) accept the thirteen CFHS grant conditions detailed overleaf.

Signed

Position

Organisation

Date

Name of group that the grant cheque is to be made payable to

Address to which cheque is to be sent

Thanks!

Please return as soon as possible to:

**Kim Newstead, Community Food and Health (Scotland)
c/o Scottish Consumer Council, 100 Queen Street, Glasgow, G1 3DN**