
TERMS AND CONDITIONS OF GRANT FUNDING

These terms and conditions are designed to ensure that your funded project or activity is undertaken and managed in a consistent, safe and effective way. Please note that, having considered your application, we may decide to add supplementary conditions which are specific to your funded project or activity.

1. Your organisation or group needs to nominate someone as a primary contact who will be the main point of contact between you and the Inclusion Team. The primary contact must have a good knowledge of the funded project or activity and be available during office hours.
2. Your *Supporting You to Help Others* Grant must not be used for any purpose other than that stated on your application form, unless subsequently agreed in writing with Macmillan. If you want to change your project's aims and activities following your grant application, you must get permission from us in advance to use the money for an amended project/activity. We'll try to accommodate reasonable requests, but can't guarantee our approval. If you don't have our written permission for any change to the purpose stated in your application form, we reserve the right to ask you to repay any money not used for that purpose.
3. If applying for a group *Supporting You to Help Others* grant you are required to maintain a bank or building society account in the name of your organisation or group. The account must require that at least two authorised people to sign each cheque or withdrawal. Alternatively if this is not possible you may appoint a host organisation to hold the funds on your behalf.
4. Grants will be paid by cheque within 28 working days of your grant award letter (providing no information is outstanding). It will be made payable to your organisation/group's account as stated on your application form. For individual applications we will arrange reimbursement.
5. You must spend any grant award within 12 months. The grant award date is the date your award letter is issued.
6. If you're unable to spend all or part of your grant in the 12-month grant award period you must contact us straight away to tell us why and apply for an extension if required.
7. The grant can only be used to fund a UK-based project or activity.
8. If your organisation or group uses the grant to fund a project or activity that involves (or might reasonably involve) children, young people or vulnerable adults, you must ensure that proper safeguards are in place to protect their welfare.

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9. Your organisation or group is responsible for assessing the risks associated with each funded project or activity and ensuring that all activities are appropriate for your intended participants.
10. Your organisation or group is responsible for ensuring that effective health and safety procedures are in place to safeguard your participants.
11. Your organisation or group is responsible for ensuring that public liability and personal accident insurance cover is in place to mitigate the impact of claims arising from your funded project or activity.
12. You must submit an End of Grant form to the Inclusion team, no later than one month after the end of your grant award period. What you tell us on this form will provide important information about the people who've benefited from your efforts and the impact you've made.
13. We do not require you to send a detailed list of expenditures or receipts at the end of the grant period, but you will be required to keep these as a record, including mobile phone records where we have funded this. We reserve the right to carry out audits at random in the future. Please ensure that all receipts are kept for a period of three years from the date the grant is awarded.
14. We should be grateful if you would acknowledge our support in your advertising, publications, and/or project materials. For example, you might add 'This project has been funded by Macmillan,' or 'This project has been partly funded by a Macmillan *Supporting You to Help Others* Grant.' You may also wish to include the "supported by Macmillan logo" on all relevant documents and web pages. Information on how to do this can be found at be.macmillan.org.uk
15. *The information provided in the grant application form in connection with your involvement with Macmillan Cancer Support and any of its trading companies will be:*
 - (i) *added to the information Macmillan currently holds about you; and/or*
 - (ii) *used by Macmillan (and any third parties acting on its behalf) for the purposes set out in this application form, administration of Macmillan grants, Macmillan campaigning, fundraising and services, and for education and training purposes. Macmillan agrees not to share this information with any unconnected third parties. If you have any queries about this data protection statement, please contact the Company Secretary on 020 7840 7833 or vbenson@macmillan.org.uk*