



The Goldsmiths' Centre Standard Terms of Small Grant Giving

Grants of £3,000 - £10,000

1. The Project:

- 1.1. You must only use the grant for the project. Changes to the project may be agreed in further correspondence with us. You cannot transfer the grant.
- 1.2. You must not start work or make changes to the project without our written permission.
- 1.3. You must complete the project by the grant expiry date and produce a written report and Project Completion Form within 30 days of the end of the project.
- 1.4. As well as these conditions, you must also meet the requirements set out in your grant contract letter.
- 1.5. You must carry out the project in line with current best practice in your area of expertise, and follow all legislation and regulations that apply.

2. Project Monitoring:

- 2.1. You must provide timely progress reports and financial records or other information we may require from time to time to monitor the project.
- 2.2. You must allow us (or anyone we authorise) access to visit the project for monitoring purposes.
- 2.3. You must act upon our recommendations that we (or anyone we authorise) make in relation to the project.
- 2.4. We may ask you to provide proof that you have taken action to reduce the risk of fraud. We may ask you to let us examine your accounting processes and procedures to check the effectiveness of anti-fraud measures.
- 2.5. You must monitor the success of the project using the Key Performance Indicators agreed in the grant contract and complete an end of grant form upon completion. This must satisfy us that the project has been completed successfully and in accordance with these terms of grant.

3. Publicity and acknowledgement:

- 3.1. We may make the purpose and amount of the grant public in a manner deemed appropriate by the Centre. Once the grant has been announced, you must publicly acknowledge the grant in a manner approved by the Centre's Marketing team as well as meet any publicity requirements we notify you of from time to time.
- 3.2. If the Centre chooses not to publicise the grant, you are asked to submit any publicity materials to the Centre for review and authorisation prior to making these public.
- 3.3. Any publicity materials should mention the Goldsmiths' Centre and Goldsmiths' Company.
- 3.4. You must not issue any public statements, press release or other publicity in relation to the grant in advance of the Centre's public announcement.

4. Digital Outputs: *(any material created or copied into digital format by or for you in connection with the project)*

4.1. You agree to:

- a. Hereby grant us an irrevocable, perpetual and royalty-free licence to use, copy, keep and disseminate the digital outputs as we see fit and grant sub-licences of the same kind;
- b. Obtain and maintain in force all authorisations of any kind required for you or your organisation to use, copy, keep and disseminate the digital outputs to grant such licence to us;
- c. Contract to the effect that any creation by you or on your behalf of material which forms digital outputs by a third party is undertaken on terms that either the copyright in the digital material is assigned to you or that the copyright owner may not commercially exploit it;
- d. Ensure that the digital outputs are kept up-to-date, function as intended and do not become obsolete before the fifth anniversary of the project completion date.
- e. Take responsibility to grant licences in respect of the digital outputs under the Creative Commons legislation, but not on any other terms without our prior written consent;
- f. Not otherwise exploit any digital outputs commercially without our prior written consent.

5. Grant Payment and Repayment:

5.1. We will, up until the grant expiry date, pay you the grant or any instalment of it in line with these terms of grant if we are satisfied that you are achieving (and will continue to achieve) your agreed Key Performance Indicators, and that you are spending the grant in proportion to any other funds you receive for this project from other sources.

5.2. If you complete the project without spending the full amount of the grant, you must return all unspent funds to us immediately. We will not increase the grant as a result of an overspend or otherwise.

5.3. You must repay the grant to us immediately if:

- a. You, your organisation or company no longer operate, are declared bankrupt or placed into receivership or liquidation;
- b. You have, in our opinion, provided us with fraudulent, incorrect or misleading information;
- c. You have acted negligently in any significant matter or fraudulently in connection with the project;
- d. Any competent authority directs the repayment of the grant e.g. the Charity Commission;
- e. There is a significant change in your project without our prior agreement;
- f. You knowingly withhold information that is relevant to the content of your application or;
- g. You fail to keep any of these terms of grant.

6. General Terms:

6.1. Any unincorporated body accepting funds from the Centre, e.g. membership groups, accepts that any liability under the terms of grant will apply to its membership jointly and

severally as individuals. The Centre reserves the right to pursue the recovery of funds on this basis.

6.2. These terms of grant will last for the period set out in the contract letter.