

Terms and conditions between A B Charitable Trust and partner organisations.

These are the terms and conditions for the grant and expectation on both sides, for a grant as follows:

Grant restriction

If your grant is unrestricted, it may be used flexibly to support your organisation's charitable purposes.

Any restriction on how the grant may be used is set out in the grant offer letter. Where a grant is restricted, it must be used only for the purposes described there as agreed with the grant manager, and treated as restricted income in your annual accounts.

Length of grant

The length of your grant is set out in your Grant Offer Letter. Where a grant is offered for more than one year, each annual award beyond Year 1 is subject to review by the ABCT Board at the end of each grant year.

This grant is intended to be up to X years.

Please note that this multiyear grant is subject to review by the Board of A B Charitable Trust at the end of each year. Each annual award is at the absolute discretion of the ABCT Board and subject to receipt of satisfactory monitoring, and the organisation continuing to meet the conditions on initial award of the grant. This annual award will be confirmed at the beginning of each year.

Annual grant amounts

Year 1 of the grant has been approved at £XX.

The future annual award amounts are expected to be as follows:

Year 2	£XX
Year 3	£XX
Year 4	£XX

This letter sets out the terms and conditions for the grant and expectation on both sides

Start date of the grant

The start date of the grant will default to the date of the grant decision.

If a different start date would suit better, then please state this on the attached grant acceptance, though this must be after **the decision date**. If our funding is restricted, then the start date of the grant should reflect the beginning of the project.

Please note that this grant offer must be accepted and drawn down within 12 months of the date of this letter. After this point, unless otherwise agreed, the grant offer is considered to be withdrawn.

Grant payment

ABCT's standard process is to release the full annual grant amount in one payment on or after the start date of the grant, or once any conditions attached to the grant have been met. If you have a

multiyear grant, we will contact you annually to confirm approval of the grant, and to request confirmation of bank details.

Reporting

We would like you to report to us on your use of the funding **10 months from the start date of your grant year**. This will act as your formal request for the subsequent year's funding, and so the timing ensures there is sufficient time to arrange approval prior to your next grant year. You will receive an automated reminder for this report, which should be submitted via a link.

This should include:

- A report to summarise the funded work over the ten months, and request funding for a further year. There is no standard form to be completed, and it can be in any format you choose. Please see <https://abcharitabletrust.org.uk/grantholders/information-for-grantholders> for guidance on reporting. We encourage you to submit a report you're already producing. Depending on the funded work, this could be an Impact Report, a report for your trustee board, a progress report you've written for another funder, or your Annual Report.
- Your latest signed and audited accounts
- Year-end figures from your most recent complete year (not needed if your signed accounts cover this period)
- A forecast for your current financial year (including total anticipated income and expenditure)

Upon completion of the grant period, we will require an End of Grant report within a month of the end of the final year.

Grant Management

Please do not hesitate to contact the grant manager overseeing your grant or any member of the team if you have anything you would like to discuss.

Organisational changes

If you encounter any significant events, or anticipate any difficulties, related to the funded work or your organisation in general, we expect that you contact the Trust at the earliest stage to keep us informed of developments. This is to ensure that we can support you in the best way possible, and to ensure we meet our own financial and governance requirements.

Significant organisational changes could encompass a range of things and if you are in any doubt, please contact the grant manager overseeing your grant. Some examples of organisational changes that we would expect to be informed of include:

- A serious incident (as defined by the Charity Commission, an adverse event which results in or risks significant harm to beneficiaries, staff, volunteers or others, loss of charity's money or assets, damage to charity's property or harm to charity's work or reputation);
- Regulatory issues – for example, intervention from the Charity Commission;
- Allegations of malpractice;
- Major change of strategic direction;
- Funding crises and/or risk of closure;
- Departure of key staff, including for example the CEO/Director;
- Significant negative media attention on the organisation;
- Instances of fraud (both by internal and external actors);
- The organisation is merging with, or acquiring, another organisation (either as parent or subsidiary).

Legal compliance

We expect you to comply with relevant legislation including employment, health and safety, equality and data protection law. We also expect you to comply with legislation regarding your legal structure and delivery of your activities, and have appropriate safeguarding policies and procedures in place.

You must hold, account for and apply the grant solely for the charitable purposes outlined in this letter. The grant must be used for the benefit of the public, not for any commercial basis or to provide private benefit (in the form of remuneration, dividend income or otherwise) to any directors, shareholders or members connected or associated with you. Any private benefit which may arise must be a necessary and unavoidable by-product of carrying out the funded purposes.

In administering the grant, you will comply with the legal requirements on using charitable funds, as set out in the Charities Act 2011 and related legislation. You will also have regard to relevant guidance from the Charity Commission, including guidance on the use of funds for political activity and campaigning - <https://www.gov.uk/guidance/political-activity-and-campaigning-by-charities>.

If you have concerns about compliance with these requirements, please contact the grant manager overseeing your grant.

Changes to grant purpose

If your grant is restricted, it must be used only for the purposes outlined in this letter and must be treated as restricted in your annual accounts. If you require any change to the purpose of the grant, then you must contact us in advance to seek agreement. If there is an underspend of the grant, you must inform the A B Charitable Trust and we can discuss the way forward.

Withholding, suspending and repaying the grant

The A B Charitable Trust may withhold, suspend or require repayment of all or any part of the grant if:

- the grant is not used exclusively for the purposes set out in this letter;
- the funded activities cease to further charitable purposes;
- there is any material breach of the terms of this letter; or
- you engage in activities that expose A B Charitable Trust to undue regulatory or reputational risk.

Any unspent grant funds must be returned to A B Charitable Trust, on request.

Future grants

Please note that following this grant, any further funding would require a separate application through ABCT's online application process, and **having received a grant previously does not guarantee success in a future application**. Due to competition and high numbers of applications which fit our priorities, we are unable to fund everything which is eligible or we have funded before. Information on how we prioritise funding in competitive application rounds can be found on our website.

Grant acceptance

We are very pleased to be able to support your work. In order to accept the grant and to request payment, please complete the attached Grant Acceptance form and return to the Trust by email mail@abcharitabletrust.org.uk.

With all best wishes for your work.

Yours sincerely