

Standard terms and conditions for grants

Offer of Grant

We are pleased to confirm that The Swire Charitable Trust, registered charity number 270726 (the Trust), wishes to make a grant (the Grant) to your organisation (you) for the amount notified to you separately in your grant letter and on the terms and conditions set out in this document (the Terms) subject to any variations contained in your grant letter. You will be deemed to accept these Terms if, in connection with the Grant, you present a cheque from the Trust to your bank for payment.

1. Grants

- 1.1 Your grant may be used only for the charitable purposes outlined by you in your grant application (the Purpose). If you are unable to use the grant for the Purpose or there are any significant changes made to it (scope, scale, timescale etc.), you must inform the Trust immediately to obtain our approval for any deviations.
- 1.2 We reserve the right to withhold a grant or require repayment if: we find that any false information is supplied to the Trust deliberately; the work undertaken is not the work for which the Grant was approved and where we have not approved any changes; or your organisation becomes insolvent or goes into administration, receivership or liquidation. Any unspent portion of the Grant must be returned to us.
- 1.3 You must comply with all laws and legal requirements applicable to the Purpose, including but not limited to: requirements relating to data protection; safeguarding of children and vulnerable people; and equality of opportunity and discrimination.
- 1.4 Clear accounts must be kept, both for your organisation and for any projects supported by our grant. These must be available for inspection at any reasonable time.
- 1.5 We may request that you send us progress reports during the life of the Grant and/or a final report at the end of the Grant. Where this is the case, our requirements will be clearly outlined in your grant letter.

- 1.6 In some instances the Trust may make a pledge for a grant to be paid in the future when specific conditions have been met. In this instance you will receive a Pledge Letter which will outline what these conditions are. When you believe the conditions have been met you should claim your Grant in writing together with any relevant supporting evidence.
- 1.7 The Trust requests that you acknowledge receipt of the Grant in an appropriate and timely way.
- 1.8 You are not eligible to make a further application to the Trust until at least twelve months have passed from the date of your last application.

2. Disclosure

- 2.1 We will use the information you give us during the application process and during and after the lifetime of any Grant for administration, analysis and research purposes.
- 2.2 You may include the Trust's name in your organisation's accounts, donor lists and in any newsletters or updates you may produce, including on your website. If you would like to highlight the Trust in any other way we request that you obtain our prior approval.
- 2.3 We reserve the right to make public the name of your organisation and the broad nature of our offer, but we will not disclose any detail, except in confidence to any advisers and as required by law and/or by regulators (e.g. Charity Commission).