

## GRANT TERMS AND CONDITIONS

The following conditions are applied to all offers of grants made by Thomas's Schools Foundation ("TSF"). You need to be able to confirm that you can meet all conditions before the grant can be paid.

1. The grant will be used only towards the project and costs outlined in the Application Form submitted to TSF or, as subsequently approved by us, and is not transferable.
2. The project must not change significantly before or after the grant payment unless the changes have been approved by TSF in writing.
3. You can proceed with the activities as approved and have sufficient funding available from all sources to complete the activities set out in your application.
4. You will complete an Evaluation Form by each of the dates set out in the Offer letter.
5. On completion of the project any unspent part of the grant must be returned to TSF immediately.
6. Proper financial records for the project must be kept and available for inspection by a representative of TSF at any time.
7. TSF reserves the right to arrange to visit you to see the impact of the grant.
8. TSF reserves the right to withdraw the grant offer, or reclaim grant funds already paid if:
  - a. There is a breach of any of these Terms and Conditions;
  - b. The application or subsequent correspondence was misleading, completed dishonestly, or significantly incorrect;
  - c. The project does not complete within a reasonable period;
  - d. Members of your governing body, volunteers or staff have acted dishonestly or negligently during the project period and to its detriment
  - e. You receive undisclosed duplicate funding from another source for the same project (or part of the project);
  - f. You do anything, or omit to do anything, which would or might bring TSF into disrepute;
  - g. You have not communicated sufficiently with TSF or have ceased communicating with TSF entirely.
9. These Terms and Conditions remain in force until receipt of a satisfactory final Evaluation Form.