



## The Norman Family Charitable Trust Grant Terms and Conditions

The Norman Family Charitable Trust (the Trust) makes grants to organisations and not individuals. All grant applicants must comply with these Grant Terms and Conditions when making an application to the Trust and in order to receive any grant payment.

1. All applications to the Trust must be made using the Trust's application form.
2. Grant applicants must supply bank details with their application and any grant payment will be made to the nominated bank account. No grant payments will be made to an individual's personal bank account, only the bank account of the grant applicant organisation or an agreed intermediary organisation. All grant payments must be acknowledged as received by the grant applicant within 2 months of the payment being made.
3. The grant can only be used for the purposes as set out in the original grant application and in accordance with these terms and conditions.
4. The grant applicant must obtain the Trust's written agreement before significantly changing the purpose of the grant.
5. If the grant applicant is unable to proceed with the original purpose of the grant application, the Trust must be advised and may use its discretion to decide whether the funds can be used for another purpose.
6. The grant applicant must use any grant funds within 12 months of receipt unless a variation of timescale has been agreed in writing with the Trust.
7. The grant applicant should not publish anything regarding the grant or the Trust without the Trust's prior written consent.
8. The Trust requires all grant applicants receiving grants of £2,000 or more to provide a monitoring report either 6 months after the grant payment or before the grant applicant submits a new application to the Trust. Grant applicants should closely monitor how the grant funds have been used and be able to provide further information on the grant spend if requested.
9. The Trust may require, at its discretion, the full or partial repayment of the grant if:
  - a. the grant has been misused in any way
  - b. it has been used for purposes other than those which were agreed by the Trust
  - c. if the purpose of the grant cannot proceed
  - d. if anyone connected with the grant applicant organisation has acted dishonestly or negligently
  - e. the grant applicant fails to comply with these terms and conditions
10. The Trust will not be liable for any consequences arising directly or indirectly out of the purpose or the grant applicant's use of the grant.
11. Grant applicants may not transfer or assign any part of the grant or any rights relating to it to another organisation or individual without the Trust's prior written consent.