



The Rank Foundation Pebbles Grant Programme **Terms and Conditions**

The Grant

- a. The organisation must use this Grant only for the purposes set out in the Grant Offer letter.

Payment

- a. The grant will be delivered in a single instalment and will be expected to support the project for its duration.
- b. Please note that we reserve the right to recall any unspent grant
- c. The grant will not be paid until we have received your bank details form and a copy of a bank statement/letter no older than three months.
- d. Payments will be made directly to the Organisation's bank account by bank transfer (BACS) once all conditions are met.
- e. The grant will be spent on the purpose approved by the Foundation.
- f. All grant funds provided by the Foundation must be used solely for charitable purposes.

Communication

- a. Your organisation agrees to regular communication with the Rank Foundation.
- b. The Rank Foundation reserves the right to visit you to see the work funded for the duration of funding.
- c. The Rank Foundation requests that the beneficiary keeps the Grants Officer informed of plans and significant decisions outside of reporting times and allow reasonable access to the work, including monitoring visits.
- d. No changes to the project/proposal will be made without our agreement. You will also inform us immediately of any proposed change relating to the agreed expenditure or the organisation, its funding position, and its governance.

Reporting

- a. You will send us a progress report either 1 year after the initial date of the award, or when the project in receipt of the award is completed, whichever is sooner.
- b. When a report is due, you will receive an evaluation report. This will be completed via an online form that will be sent to you ahead of time. Report completion is a required in order to reapply.
- c. The Rank Foundation reserves the right to visit you to see the work funded during the life of our funding.

Monitoring

- a. During the Grant Period, we will be asking the Organisation to keep us up to date with its progress because we need to make sure that the Organisation is using the Grant properly.
- b. The Organisation must:
 - i. Provide us with monitoring information as requested by us;
 - ii. Meet with us as reasonably requested by us to discuss progress;
 - iii. Allow us to conduct monitoring visits to the Organisation to see its activities;

Termination of grant and repayment



- b. Although we expect to pay the Grant to the Organisation, we do not have to pay it to the Organisation and may at our discretion not pay it to the Organisation.
- c. We may withhold payment of all or part of the Grant or require repayment of all or part of the Grant for a range of reasons, including, but not limited to:
 - i. The Organisation materially breaches any grant conditions;
 - ii. The Organisation provides us with fraudulent information or acts fraudulently, either, as part of the application process or at any other time;
 - iii. The Organisation brings or acts in such a way that is likely to bring the name of reputation of The Rank Foundation into disrepute;
 - iv. The Organisation is or is likely to become insolvent, or subject to an order for debt relief, or is likely to be put into administration, receivership or liquidation or any similar process;
 - v. A substantial change occurs in the purpose of ownership of the organisation which, in the opinion of The Rank Foundation means that the Grant is unlikely to be used for the purpose for which it was given;
 - vi. We believe there is any other good reason to withhold payment of all or part of the Grant or require repayment of all or part of the Grant;
 - vii. The work undertaken is not the work for which the funding was approved and where we have not approved these changes.
- d. The Organisation must spend the Grant during the Grant Period. If any Grant is unspent at the end of the Grant Period, the Organisation should refund any unspent money to us, unless we have otherwise agreed in writing.
- e. Any part of the grant that is not required for the purpose approved will be refunded to us.

Publicity

- a. Once the signed grant agreement has been returned and approved by The Rank Foundation, you may promote the grant to your membership and in your own marketing materials.
- b. The Organisation must follow any publicity guidelines provided by The Rank Foundation.
- c. The Organisation must promote and deliver its activities in a manner which will not damage the name, image or reputation of The Rank Foundation.
- d. Details of the Organisation may be used in promotional material for The Rank Foundation, including websites and other media. If the Organisation does not want its information to be used in this way, it should let us know.
- e. The rights to any images you wish to send us for the purposes of publishing on our website and social media channels must be owned by you.
- f. Consent of any identifiable people within images must be provided before being sent to The Rank Foundation.

Data Protection and Privacy

- a. The Rank Foundation is committed to protecting your personal information and acting in line with your rights under data protections laws and will treat all data in accordance with our Data Protection Policy.
- b. The Rank Foundation will process personal information provided by you in your application form, provided by you, or which we otherwise lawfully obtain about you.
- c. The Rank Foundation will use the information you give us during the application process and during the lifetime of any funding for administration, analysis and research purposes.
- d. We may use this information to contact you about:



The Rank Foundation

a pebble in the pond

- the Grant by phone, post or email.
 - sharing and promoting your story and the story of your project
 - evaluation of the programme
 - other lawful reasons
- e. We may share your information with our funders and partners. They will also only use your information for the reasons above.
- f. Sharing data with [360 giving](#)
- g. For fuller details of The Rank Foundation's privacy policy, please see our website at <https://rankfoundation.com/privacy/>