



## **ANDREW LLOYD WEBBER FOUNDATION**

### **STANDARD TERMS AND CONDITIONS FOR GRANTS**

These standard terms and conditions for grants apply to all grant offers dated from 5 April 2019.

This document is important. It sets out the standard legal conditions of our grant offer to you.

This is a legal document and you should ensure that you fully understand your responsibilities before accepting a grant from us.

If you have any general questions about this document please contact our enquiries team on [enquiries@andrewlloydwebberfoundation.com](mailto:enquiries@andrewlloydwebberfoundation.com) . However, if you need legal advice, please contact your solicitor.

#### Contents

1. Definitions
2. The Grant
3. The Project
4. Information, marketing and publicity
5. Additional Conditions for Organisations
6. General Conditions
7. VAT
8. Conditions relating to assets or goods purchased with the grant
9. Breaking these terms and conditions, and suspending or repaying the grant
10. Termination of the Grant Agreement
11. Data Protection

## **1. Definitions**

- 1.1 “You” means the person (individual) or organisation that we have given a grant to.
- 1.2 “We”, “us” and “our” means the Trustees from time to time of the Andrew Lloyd Webber Foundation and includes our employees and those acting for us.
- 1.3 The “Project” means the project or activity that we have agreed to give you a grant for, as set out in your application form or proposal together with any supporting documents such as budget information, a timetable and any other documents that set out how your Project will be managed (“the Project Proposal”).
- 1.4 The “Grant Agreement” includes and incorporates:
  - 1.4.1.1 these standard terms and conditions; and
  - 1.4.1.2 the Offer Letter which sets out any additional conditions; and
  - 1.4.1.3 The Project Proposal.

## **2. The Grant**

- 2.1 The amount of the grant is set out in the Offer Letter. We are not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for.
- 2.2 You must accept our offer within four weeks of receiving it by signing and returning one copy of the Offer Letter. If you do not return the signed Offer Letter within four weeks our offer will lapse. If you are an organisation, the Offer Letter must be signed by someone who is authorised to sign on behalf of the organisation.
- 2.3 The Grant Agreement will come into force on the date that we receive the signed Offer Letter from you.
- 2.4 We will pay the grant in the instalments set out in the Offer Letter.
- 2.5 You must use the grant exclusively for the Project.
- 2.6 You must tell us promptly about any changes to information you have given us, including any changes to your bank or building society details and you must make sure that the information we hold is always true and up to date.
- 2.7 You must not use the grant to pay for any spending commitments you have made before the date of the Grant Agreement.
- 2.8 You must hold any unused part of the grant on trust for us at all times.

- 2.9 You must tell us if you receive any other funding for the Project from any other source at any time during the Project which means that you no longer need the funding from us and you must pay the grant back to us immediately upon demand from us.
- 2.10 If you spend less than the whole grant on the Project, you must return the unspent amount to us promptly. If the grant part-funds the Project, you must return the appropriate share of the unspent amount to us.
- 2.11 If you enter into an agreement with any third party with a view to commercial exploitation of the Project or anything relating to it, you must contact us to obtain our consent. Our consent may be subject to conditions, including conditions requiring the repayment of all or part of the grant.

### **3. The Project**

- 3.1 You must get our written permission before making any changes to the Project or to its aims, structure, delivery, outcomes, duration or ownership.
- 3.2 If we agree that you can make changes to the Project, we may ask you to agree to additional conditions. Any agreed changes and/or additional condition will be set out in a separate legal agreement between us and you; you should not start any new or changed activity until that agreement has been signed by both us and you.
- 3.3 You must make satisfactory progress with the Project and complete it on time. You must tell us immediately if anything threatens to curtail or delay the Project.
- 3.4 You must ensure that all records, including financial records, relating to the Project are accurate and up to date. You must keep these records for seven years after the Project has finished.
- 3.5 You must give us, or any person nominated by us, access to all records relating to the Project or other Projects funded by us upon demand, including (but not limited to) accounts and any other financial records, VAT and any other tax records. We can ask for access to these records for up to seven years after the Project has finished.
- 3.6 You must send us any information and records that we reasonably require to monitor your Project and how the grant is being used.
- 3.7 You must provide us with a full report on the Project within three months of completing it, using our standard Activity report which we will send to you. Depending on the nature of your project, we may request further or more frequent reports from you and, if this is the case, we will contact you as and when necessary.

- 3.8 You must provide us with clear and accurate accounts that cover the period of the Project. These accounts must follow any relevant legal requirement for accounts, audit or examination of the accounts, annual reports or annual returns and must clearly show income and expenditure. We may ask for proof of expenditure. If the grant was for more than £50,000 a qualified and independent accountant must certify a Statement of Income and Expenditure.
- 3.9 In carrying out your Project, you must meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods and services you buy. For example, you are responsible for getting any licences, permissions and insurances that are necessary by law.
- 3.10 You must have appropriate policies in place at all times to help you comply with the law and good practice including, but not limited to:
- 3.10.1 Data protection;
  - 3.10.2 Equal opportunities including discrimination on the basis of race, age, gender, disability, religion and/or sexuality;
  - 3.10.3 Employment law
  - 3.10.4 Public Liability Insurance
- 3.11 All people connected with your project should be treated fairly, with consideration, dignity and respect. The following conditions apply if you or your employees, business partners, contractors or volunteers will supervise, care or have significant direct contact with a vulnerable person during the Project:
- 3.13.1. "Vulnerable person" means:
- a) Anyone under the age of 18; and/or
  - b) Anyone who needs (or may need) community care services because of mental disability, other disability, age or illness, and who is (or may be) unable to take care of themselves or unable to protect themselves against significant harm or exploitation
- 3.13.2 You must consider all the risks that may arise from your contact with the vulnerable person, and take all reasonable steps to ensure their safety. Before having any significant direct contact with the vulnerable person, you must get written agreement of the legal carer or guardian of the vulnerable person.
- 3.13.3 As well as your responsibilities in clause 3.13.2, you must have and carry out a written policy and set of procedures to safeguard vulnerable people if during the Project, your employees, business partners, contractors or volunteers supervise, care for or have significant direct contact with vulnerable people.
- 3.13.4 As part of these procedures you must check with the Criminal Records Bureau the backgrounds and disclosures of those employees,

business partners, contractors or volunteers who will, during their Project, supervise, care or otherwise have significant contact with vulnerable people.

3.13.5 If you are the person having significant direct contact with the vulnerable person, you must contact his or her legally authorised carer or guardian and given them your consent to have your background checked and disclosure form the Criminal Records Bureau viewed, if the carer or guardian want to.

3.13.6 You must comply with this clause 3.13 even if you are not required to do so under any child protection or care standards legislation and whether the work is formal, informal, voluntary or salaried.

3.13.7 We cannot advise you of your legal responsibilities in your dealings with vulnerable people, and these conditions are not legal advice. If you have any queries about your obligations, we strongly advise that you seek your own independent legal advice and also contact the National Society for Prevention of Cruelty to Children [www.nspcc.org.uk/inform](http://www.nspcc.org.uk/inform)

3.13.8 We may request a copy of your safeguarding policy at anytime.

#### **4. Information, marketing and publicity**

4.1 You must acknowledge the grant publicly as appropriate and as practical.

4.2 You must acknowledge our grant by mentioning the Andrew Lloyd Webber Foundation and including our logo where appropriate on all marketing and publicity materials relating to the Project that we have agreed to fund, including printed and online material. You should also incorporate verbal and written acknowledgement of our support into your communications.

4.3 You must give us a copy of any relevant marketing, publicity or other information regarding the Project as soon as it is available.

4.4 If we are funding more than 50% of the costs of the Project, we expect to have first refusal on naming rights for the Project.

4.5 You must provide at least three high resolution digital images of the Project (minimum 300 dpi) for use by us as we reasonably require for marketing, publicity and website purposes. We will increase your grant by £100 as a contribution towards the costs of providing such images. It is recognised that this sum may not cover the full cost of the required photography. We reserve the right to reclaim the sum of £100 should you not provide the images within 3 months of the Project starting. If a photographer credit line is required, it should be supplied with the image and we undertake to use this as required.

4.6 We acknowledge that you will own all rights in any materials produced for or relating to the Project and in the Project Proposal, including any intellectual property rights. You hereby grant us a non-exclusive, worldwide, royalty-free perpetual licence to reproduce any materials relating to the Project and the Project Proposal as we reasonably require for marketing, publicity and website purposes. We may also share information with other funders, government departments, regulatory agencies, partners and others with a legitimate interest in public funding.

## **5. Additional Conditions for organisations**

5.1 You will ensure that you are at all times correctly constituted and that you can deliver the Project under the terms of your constitution.

5.2 You must get our written agreement before:

5.2.1 changing your governing document, (unless you are a statutory organisation) concerning your aims, payments to members and members of your governing body, the sharing out of your assets (whether your organisation is dissolved or not), or the admission of any new members; or

5.2.2 Transferring your assets to, or merging or amalgamating with, any other body, including a company set up by you.

5.3 You must write to us as soon as possible if any legal claims are made or threatened against you and/or which would adversely affect the Project during the period of the grant (including any claims made against members of your governing body or staff concerning your organisation).

5.4 If you are an unincorporated group, you must provide us with written evidence that the person signing the Offer Letter has the authority of the group to enter into the Grant Agreement on behalf of all the members of the group and that all members of the group will be jointly and severally liable under the Grant Agreement.

5.5 You must tell us in writing as soon as possible of any investigation concerning your organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, the Office of the Scottish Charity Regulator, HM Revenue & Customs or any other regulatory body.

## **6. General Conditions**

6.1 If you break any term and/or condition of the Grant Agreement and we do not enforce one or more of our rights straight away, this does not mean that we will not do so in the future. We will give up our right to enforce this agreement only if we tell you in writing.

- 6.2 If you break this agreement, we can choose to treat that as you breaking any other grant agreements we have with you. This will allow us to take the same actions under those agreements that we may take under this agreement, including making you pay back the grant and stopping any future payments.
- 6.3 Our staff, council members and advisors cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the Project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.
- 6.4 You are responsible for getting your own management, business and artistic advice. This includes considering whether you need to get financial, accounting, tax solvency, legal, insurance or other types of professional advice. You must not assume that your business is financially stable or solvent (this means your business is able to meet its financial responsibilities) even if we continue to support you.
- 6.5 We are not obliged to provide, nor should you assume that we will provide, any further funding for the Project after this grant agreement comes to an end.

## **7. VAT**

- 7.1 You acknowledge that the grant is not consideration for any taxable supply for VAT purposes. You acknowledge that our obligation does not extend to paying you any amounts in respect of VAT in addition to the grant.
- 7.2 If you are registered for VAT, or subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available to us and give us copies when requested.
- 7.3 If we have agreed to fund any or all of the VAT costs associated with your Project and you subsequently recover any VAT, you must pay us back immediately any of the VAT that has been paid for with the grant.

## **8. Conditions relating to assets or goods purchased with the grant**

- 8.1 During the period covered by the grant, you must not sell any assets or goods that have been totally or partly bought, restored, conserved (maintained or protected from damage) or improved with our grants unless:
- 8.1.1 you can sell them for their full current market value; and
- 8.1.2 we have given you permission, in writing, beforehand
- 8.2 If we have contributed (or will contribute) more than £25,000 to help with buying, restoring, conserving or improving land, buildings or any other asset,

you must not apply for a mortgage over that asset or use it as security without our prior written approval.

- 8.3 We may insist on third party rights being given to us (and in a form approved by use) under any contract that you have with contractors and consultants on most building projects.
- 8.4 If we feel it is necessary, we will take security on the freehold or leasehold interest or another asset or assets, or ask for some other appropriate form of security for your responsibilities under the terms of the grant. We may demand that you give our solicitors copies of all the documents affecting the title to the property (for example, all mortgages, conveyances, leases and so on that affect the legal rights to the property).
- 8.5 If you sell or give away assets or goods, bought, restored, conserved or improved with our grants, we will be entitled to receive an appropriate share of the “net” proceeds (the proceeds after tax and other costs or sale have been taken into account) of this for as long as these assets or the improvements have a useful economic life.

**9. Breaking these terms and conditions, and suspending or repaying the grant**

- 9.1 If you break any of these terms or conditions, we may, in our absolute discretion:
  - 9.1.1. Require you to pay back all or part of the grant (regardless of how much you may have already spent); and/or
  - 9.1.2 Stop any future payments; and/or
  - 9.1.3 End this agreement immediately
- 9.2 We may recover the grant in our absolute discretion, if any of the following events occurs:
  - 9.2.1. You close down your business (unless it joins with, or is replaced by, another business that can carry out the Project and we have provided our prior written permission);
  - 9.2.2. You make any changes to the Project without first getting our written permission;
  - 9.2.3. You use the grant for anything other than the Project;
  - 9.2.4. You do not follow our reasonable instructions;



- 9.2.5. You do not carry out the Project with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your artistic practice, profession or line of work
- 9.2.6. You do not complete your Project
- 9.2.7. You have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;
- 9.2.8 You are declared bankrupt or become insolvent, any order is made, or resolution passed, for you to go into administration, be wound up, or dissolved; an administrator or other receiving, manager, liquidator, trustee or similar officer is appointed over all or a considerable amount of your assets; or you enter into or propose any arrangement with the people you owe money to;
- 9.2.9. You act illegally or negligently at any time, and we believe it has significantly affected the Project, or is likely to harm our or your reputation; and/or
- 9.2.10. Without first getting our approval in writing you sell or in some other way transfer the grant, your business or the Project to someone else.

## **10. Termination of the Grant Agreement**

10.1 These Terms and Conditions and the Grant Agreement remain in force for whichever of these is the longest time:

- For one year following the payment of the last instalment of the grant;
- As long as any part of the grant remains unspent;
- The expiry of the maximum period required under the Grant Agreement for asset monitoring;
- As long as you do not carry out any of the terms and conditions of the Grant Agreement or any breach of them continues (this includes any outstanding reporting on grant expenditure or Project delivery).

## **11. Data Protection**

The Andrew Lloyd Webber Foundation (the Foundation) is committed to a policy of protecting the rights and privacy of individuals, voluntary and community group members, volunteers, staff and others in accordance with The Data Protection Act 1998.

Purpose of data held by the Foundation

- 1: Realising the Objectives of the Trust
- 2: Shaping/Informing to the grant strategy

- 3: Processing Grant Applications
- 4: Monitoring Grant Applications
- 5: Advertising, Marketing and Public Relations
- 6: Research

The information provided in the grant application process will only be used by the Andrew Lloyd Webber Foundation and not passed on to anyone else without the express permission of the applicant. A copy of the ALWF Data Protection Policy is available on request.

By signing the grant offer letter, you are agreeing to the Foundation holding your information for the above purposes.

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