



## Kent Community Foundation

### Applying for Funding - Grants Terms and Conditions

#### Declaration

By submitting an application for funding to Kent Community Foundation (KCF) you agree to your information being used by KCF to record, process, and assess your application for a grant. We will hold and manage the information supplied in the line with our [privacy policy](#). We ask that you read the policy and familiarise yourself with how we process your information.

It is essential that your organisation updates KCF on any changes to the application, including changes in main contact so correspondence is sent to the correct recipient.

#### Terms & Conditions

1. As an organisation you agree to supply the information and documentation required to support your application and understand that as a requirement of being considered for funding via KCF you must supply the relevant information.
2. You agree for your information and the organisation's to be held and processed by KCF in line with GDPR guidelines.
3. If the information is not supplied with the application, you understand that you will need to supply this via email or in the post either a week after submitting the form or upon request from a member of the KCF grants team.
4. As an organisation you understand the application must reflect future work and understand that KCF cannot retrospectively fund any work. If your timeline included in the application does not reflect future work you will be asked to adjust your timeline.
5. You understand that if you are successful in receiving an award this is to be spent against the work outlined in the application form. For any change of purpose, you must contact KCF before reallocating any funding for alternate uses. You understand that if you do this without permission from KCF & funders you may have to return the grant.
6. If all or part of the grant is not used for the reasons specified and/or an alternate use is not agreed, you will be required to return the grant.
7. If successful in securing an award you agree to complete an Impact Form. This will usually be due one month after the end date as stated in the application form unless an extension past this is agreed with KCF. (See 8 below)
  - a. The form will be completed with all relevant information and as an organisation you understand that the feedback will be shared with the panels who made the award possible, including photographs and case studies.
  - b. If the impact requires further clarification you understand that KCF may contact you for further information. If you do not supply impact data to a satisfactory standard this can count against future applications.
8. As an organisation you understand that if all or part of the funding is not used/if it is unlikely to be used by the Impact Form submission date, you will contact KCF before completing the form to discuss a possible extension of the award timeline or a repurposing of the grant. If extension or repurposing is not possible, we may request the grant be returned.
9. Upon closure, if any assets are purchased with the grant funding, the assets must be given back to KCF, or with KCF's permission to a charity with similar aims and in good working condition. If



any asset is purchased using a KCF grant it must never be sold to the financial gain of an individual or individual(s).

**10.**

- a. As part of the grant award, the announcement will include links to KCF's logo and the logo of the awarding fund if the fund would like to be named. By receiving these you agree to include them on any materials produced with this grant.
- b. If your organisation plans to post items via social media, we ask that groups tag KCF in any posts relating to the award, so our Marketing and Communications team can share the post on our socials and with the panels.

**11.** KCF reserves the right to use any photographs or details of the work in future literature and/or promotions including on the website unless otherwise advised. Please make sure to only agree to permissions for marketing if you have gathered full permissions for these materials to be shared.

**12.** You must keep receipts for all items purchased and freelance support gained as part of the award on file. As part of our audit process a random 10% of grant recipients per quarter will be requested to supply these.