



Communities Scotland Highland 2007 Funding Programme Prògram Maoineachaidh Coimhearsnachdan Alba Gaidhealtachd 2007

Terms and Conditions Teirmean agus Cumhaichean



1 Validity

Iomchaidheachd

Your grant must be claimed according to the timescale detailed in the letter of award. If some of the grant remains unclaimed, or if the project or event remains substantially incomplete at the expected conclusion date, Communities Scotland reserves the right to withdraw the letter of award. Should any of the conditions attached to the letter of award be breached by your organisation then Communities Scotland reserves the right to recover a proportion or all of the grant.

2 Purpose of award

Adhbhar duaise

All awards must be used for the purpose for which they were allocated. If the project or event is materially different from that for which the grant was approved, the award will not be paid or will be re-claimed unless any changes have been agreed in advance and confirmed in writing. The grant recipient is responsible for ensuring that Communities Scotland and Highland 2007 are kept informed of any material changes to the project.

3 Claims

Tagraidhean

Any grant awarded will not be paid in advance of need which means that you may claim as expense is incurred. Evidence of expenditure will need to be provided with the claim form such as invoices and/or receipts. If you have any queries regarding claims please contact the Communities Scotland office on 01463 711272.

4 Payments

Pàighidhean

Grants will not be paid out prior to the issue and acceptance of a grant offer letter. Grant payments will be made by the Bank Automated Clearing System (BACS) to the applicant Registered Social Landlord and they will forward grant to each organisation in the manner requested.

5 Monitoring

Sgrùdadh

5.1 Financial monitoring

You must keep sound and appropriate financial records, including original invoices and bank statements showing the various transactions relating to your project or event. Please do not dispose of any records for at least three years from payment of the final grant instalment.

Please note that for large capital projects you may wish to follow a competitive tendering procedure. Should you have any queries about this please contact Communities Scotland on 01463 711272.

5.2 Communities Scotland Highland 2007 project/event completion report

Communities Scotland is required to monitor the success of its Highland 2007 activities. We require you to assist us in doing so by completing the Communities Scotland Highland 2007 project/event completion report. Ongoing monitoring of the project should be documented.

6 Consents and Permissions

Aontaidhean agus Ceadan

Successful applicants will be responsible for obtaining all necessary consents, permissions or licences that are required for their event or project.

7 Publicity

Sanasachd

Successful applicants will be required to acknowledge the support of Communities Scotland and Highland 2007 by using both logos on all relevant publicity material. Full details are given in the Publicity Guidelines. Should you have any queries relating to the use of publicity materials or the correct use of logos, please contact Alison Bell at Highland 2007 on 01463 702007.



8 Gaelic Gàidhlig

It is Highland 2007 policy to promote the development of Gaelic language and culture. The project or event organiser should consider incorporating Gaelic into the planning of the event wherever possible. Should you have any queries relating to promotion of Gaelic through your event, please contact Fiona Mackenzie at Highland 2007 on 01349 863441.

9 The Booth A' Bhothag

The Booth is a new way for promoters in the Highlands and Islands to sell tickets for events via the internet (www.thebooth.co.uk). You are encouraged to use this service to enhance your event. For details contact Fiona Carr, Box Office Manager of The Booth on 01463 720891 or email info@thebooth.co.uk.

10 Social inclusion and equal opportunities In-ghabhaltas Sòisealta Agus Co-ionannachd Chothroman

Communities Scotland and Highland 2007 recommend that successful applicants operate policies on social inclusion and equal opportunities in line with The Highland Council policies. For further information contact the Highland 2007 office on 01463 702007 or visit www.highland.gov.uk

11 Child Protection Policy Poileasaidh Dìon Chloinne

Communities Scotland and Highland 2007 will only provide funding for groups which have substantial access to children if they have adopted the Highland Child Protection Committee's (HCPC) Child Protection Policy. Grant aided organisations which hire out their facilities must also check that the relevant groups have an appropriate policy in place. If you need any advice or information on these issues please contact the Highland 2007 office on 01463 702007.

12 Further Information Tuilleadh

For further information on any of these terms and conditions contact:
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