

Grant Terms and Conditions

The Vision Foundation's grants are awarded subject to the terms and conditions outlined in this document and any additional conditions outlined in your grant offer letter.

If you would like to accept our grant, please confirm by email that you have read and accept these terms and conditions. Your email should be sent by the head of your organisation (or another senior member of staff with delegated authority) to grants@visionfoundation.org.uk.

Use of funds

1. The funds will only be used for the purposes of the project outlined in your original application and only for costs incurred during the grant period, unless agreed in advance with us.
2. The funds will be used solely for charitable purposes to benefit blind and partially sighted people in London and the M25 area.
3. You will start your project and draw down the first instalment of the grant within 3 months of signing the grant offer letter, unless otherwise agreed with us.
4. Any money not spent on the project must be returned to the Vision Foundation unless agreed otherwise.
5. We reserve the right to withhold a grant or require repayment if:
 - i. we find that any false information is supplied to the Vision Foundation deliberately;
 - ii. the work undertaken is not the work for which the funding was approved and where we have not approved these changes;
 - iii. your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been used for its intended purpose.

Reporting

6. You will provide us with a fully completed Progress Report Form every six months from the date of your award and until your project ends.
7. You will provide us with a fully completed Final Report Form within six months of your project ending.
8. You will keep accurate and comprehensive financial records of the spending associated with our funding and provide these to us if requested.

9. You agree to project visits from the Vision Foundation team. The details of any visits will be agreed with you in advance.
10. In the event your organisation or the project we have funded is involved in a serious matter that may cause us reputational damage, you will inform us as soon as this is known and you will keep us updated until the matter is resolved.

Public acknowledgement

11. You will acknowledge the support of the Vision Foundation in all publicity, display and documentation relating to the project, and include a link to [our website](#) if appropriate. Our brand guidelines and logo files are available from www.visionfoundation.org.uk/Vision-Fund-branding
12. Any press release or announcement that mentions us by name should be approved by us in advance.
13. We may publicise details of your project on public data platforms, such as 360Giving, on our website or in other literature. You agree that we may disclose the existence of the nature of our relationship with you for publicity and fundraising purposes.
14. We may require photos and a case study to be used in our appeals and on our digital channels and you will endeavour to provide these to us, if requested.

Confidentiality and data protection

15. We will use the information you give us during the application and reporting processes for administration, analysis and evaluation purposes. We will also use the contact details you give us to keep you informed about the Vision Foundation's activities (including funder plus offerings) during the lifetime of your grant.
16. By accepting this grant, you acknowledge that the Vision Foundation will process your personal data in accordance with its Privacy Policy. A copy of this Privacy Policy is available on our website at: www.visionfoundation.org.uk/cookies-privacy-policy/

Grant payment

17. Your grant will be paid after you have notified us that your project is about to commence and you are about to incur costs. For projects taking place over a one year period, the full amount of the grant will be paid. For multi-year grants, the first payment will be made when you commence your

project; subsequent payments will be released at agreed intervals and subject to satisfactory progress on your project and up-to-date reporting.

18. To claim your grant, you will need to complete our Grant Payment Form and send us a copy of a banking document to verify your account details.