

## Terms and conditions for successful WAF2018 Grant Fund applicants

1. The Grant must be spent for the purpose it was awarded, as described in the offer letter. The Arts Team must be kept up to date with information about the progress of your project, and if the completion date or proposed outcome of the project is likely to change in any way.
2. 80% of the grant will be paid in advance and the remaining 20% will be paid upon receipt by the Council of a completed project evaluation form, which must include the final accounts for the project. If the final payment is not able to be paid within one year of the date of the grant being given it will be forfeited.
3. Failure to return the Project Report within 6 weeks of the project completion date may mean that you are ineligible for future funding from any of the Council's arts funding schemes.
4. All projects should be completed by the end of Wandsworth Arts Fringe 2018. It is important to contact Enable Leisure & Culture if you foresee that your project will not be completed within the time restriction as it may result in funds being forfeited.
5. The Council is unable to fund:
  - Projects which are for private gain, or knowingly result in a profit being made
  - Capital material costs, including framing and mounting costs
  - Events and activities that are primarily fundraising activities
  - Study or training fees of any kind including activities which are a required component of educational courses
  - Activities which promote a particular political or religious view, or any project which entices racial, religious or sexual hatred or extremism
  - Refreshments or meals
  - Core running costs or overhead (e.g. utilities or rent)
  - Loan repayments
  - VAT
  - Budget deficits
  - Endowments
  - Activities which do not benefit the residents of Wandsworth
  - Activities which have already taken place
  - Duplication of existing events or projects in the borough
  - Ongoing projects or activities such as workshops already in existence
  - Projects which do not have a strong artistic component
  - If artists are paid a fee we are unable to cover their travel costs
  - If the project involves a school we require a demonstrated financial contributions from the school

### Required permissions and invitations:

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6. You must provide copies of adequate Public Liability Insurance before the first grant payment is made.
7. You must have appropriate permits / permission in place to conduct your event / activity.
8. You will comply with any statutory requirements relating to working with children and vulnerable adults. You will be required to carry out the necessary DBS checks before appointing staff to work with children under the age of 18 years and vulnerable adults.
9. You must notify Enable Leisure & Culture of the dates that your project will be taking place and issue invitations to Enable Leisure & Culture at least three weeks in advance of the event / activity date.

### **When a grant may be repaid:**

10. The Council reserves the right to require that the grant is repaid either in part or whole where (including but without limitation):
  - you cease to operate, are declared bankrupt, or are placed into liquidation or receivership;
  - you fail to use the grant for the purpose for which it was obtained, or fail to complete the project within the agreed timeline;
  - you fail to comply with the conditions of the grant at any time during the period of the grant; and / or
  - you completed the application form fraudulently or negligently.

### **Acknowledging the grant, publicity, advertising and promotion:**

11. To the best of your ability, you are required to acknowledge the support of the festival and the Council within any written information about the project, including (but without limitation) press articles and event programmes. When acknowledging Wandsworth Council and the Wandsworth Arts Fringe, the logo must be included and employed in compliance with the guidelines.
12. Misuse of the Council's logo and / or failure to adhere to the guidelines may result in the Council preventing the public distribution of the offending publicity material.
13. A copy of each item of publicity material must be sent to the Enable Arts Team for information.
14. By receiving an Arts Grant, you agree to allow the council to make use of your project details for internal and external promotion, including through our website. If the council wishes to use details about your project as part of its own promotion schemes, the Arts Team will endeavour to inform you beforehand.