

## Terms and Conditions for Patient Christmas Festivities Small Grant Funding

I agree to abide by the conditions of the funding as outlined below:

Project Title:	
Grant Reference:	
Grant Start Date:	
Duration (months):	2 months
Fund Number:	S90400
Cash Recipient 1 (name):	
Cash Recipient 2 (name):	
Cash Recipient 3 (name):	
Signature (only one required):	
Date:	

1. Funds are given as described in the application form / Non-Stock Requisition, and it is the responsibility of the Recipient to ensure that it is spent solely on these purposes.
2. Only those individuals detailed on the application form / Non-Stock Requisition are authorised to collect the cash from the Cashier.
3. Cash will only be released by the Cashier on receipt of these signed Terms & Conditions and on production of NHS Lothian ID.
4. Funding for Christmas festivities is for the benefit of patients and costs incurred should be reasonable and not excessive. Costs can be incurred to provide a gift, Christmas meal or decorations. **The purchase of alcohol or tobacco is not permitted.**
5. Receipts should be obtained for all expenditure incurred.

6. All receipts, and any unspent money, **MUST** be returned to the Cashier at your earliest convenience.
7. Reporting:  
At the end of the festivities, the Recipient is required to provide a final report using a standard template provided by the Foundation Office. The completed report should be returned to the Cashier, along with receipts.
8. The Cashier will be asked to return the receipts and completed reports to the Foundation Office by **Friday 30<sup>th</sup> January 2015**.
9. If awarded funding, either in full or part, appropriate acknowledgment should be made to ELHF on materials arising from the grant and produced for wider distribution. This includes all formats (electronic, printed, etc.) such as a plaques, marketing materials and/or publications and conference posters. Acknowledgement should be through the inclusion of our logo (available on request) along with the inclusion of the suggested statement 'Funding provided by Edinburgh and Lothians Health Foundation'.
10. The Foundation reserves the right to make changes to terms and conditions. Written notice and a full explanation will be given.
11. Other specific Small Grant Funding related Terms and Conditions
  - Grants are awarded at the level indicated in the offer letter and must be accessed within one month of the offer letter. If a grant has not been accessed within one month, the Trustees reserve the right to withdraw the full grant.
  - The Foundation reserves the right to terminate a grant award at any time. Written notification will be given and costs incurred up to the termination date will be reimbursed. If the receiving organisation discontinues the project, the Foundation reserves the right to reclaim the grant.
  - The responsibility for ongoing costs associated with equipment and other costs after a grant has ended lies with the organisation to which the grant was made.