

TERMS AND CONDITIONS FOR THE USE OF GRANT ALLOCATION

It is very important to The Royal Navy and Royal Marines Charity and its partner funder Greenwich Hospital that the longer term effect of its grant is demonstrated clearly. This takes two forms:

1. Through clear evidence of the difference the grant has made and thus the impact that the funding has made.
2. Requesting that appropriate publicity and recognition is given.

All recipients of a grant are required to agree to and sign the following Terms and Conditions and return to the address at the end of the form. Failure to adhere to our requirement for appropriate acknowledgement may make recipients in breach of grant and prevent them from making applications for funding in the future.

Organisation Name:

1. We commit that the grant awarded in respect of our application will be used only for the purposes originally requested.
2. We will seek approval from the Director of Relationships and Funding RNRMC if at any time we wish to use that grant for a purpose other than that stated in our original application.
3. Should we disband during the grant period, then we acknowledge that RNRMC may ask for all or a proportion of the monies to be paid back. We will inform RMRNC in writing as soon as possible of any investigation concerning our organisation, trustees, directors, employees or volunteers carried out by the Police, Charity Commission, the Office of the Scottish Charity Regulator, the Charity Commission for Northern Ireland, HM Revenue & Customs or any other regulatory body.
4. We agree to comply with all laws and this will include but without limitation compliance with all charity law, the protection of children, young people and adults at risk legislation, employment legislation, equality legislation, planning, health and safety requirements and procurement legislation and you will obtain all relevant legal or regulatory approvals, copyright and other consents and licences necessary for the Activity to be delivered. In particular, but without limitation, we will ensure that all staff or volunteers involved in the delivery of medical and /or specialist activities or therapies are professionally trained and fully and appropriately qualified, insured and have relevant DBS clearance. If requested, we will provide copies of policies, procedures or other associated documentation to RNRMC.
5. We will complete a monitoring report as requested to The Royal Navy and Royal Marines Charity so that its Grants Committee is able to:
 - appreciate and understand the uses of the funds granted;
 - ensure that the objects of the Fund are being complied with;
 - monitor the number of beneficiaries assisted; and that the agreed outcomes have been achieved
 - identify trends in the type of assistance required

We will also provide reports on the Outcomes as stated in Section 11 of the Stage 2 Application Form:

1.	Outcome:
	Measures:

2.	<p>Outcome:</p> <p>Measures:</p>
3.	<p>Outcome:</p> <p>Measures:</p>

In addition to the measures outlined above please provide the following information:-

- A breakdown of the number of beneficiaries assisted by age groupings
- A breakdown of the categories of need presented and areas cited as reason for help needed
- A breakdown of sources of referral
- A record of beneficiaries supported as a result of service in the Afghanistan Campaign.

Qualitative feedback

It is recognised it is not easy to measure the impact of a grant, it is therefore important to collect qualitative information to build a picture that support the statistical data. This will be demonstrated by:-

- Examples of feedback from beneficiaries and relatives
 - Evidence of good partnership working for the benefit of beneficiaries
 - Evidence of the positive change experienced by beneficiaries
6. We will submit an annual report and accounts (audited where appropriate or requested) at the end of the year for which the grant is given. We will provide interim reports as required.
7. We will make a positive commitment to inform the public about where the funding has come from to increase awareness. We will at all times complying with Data Protection Legislation. Data Protection Legislation shall mean (i) unless and until the General Data Protection Regulation ((EU) 2016/679) ('GDPR') is no longer directly applicable in the UK, the GDPR and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the UK and then (ii) any successor legislation to the GDPR or the Data Protection Act 1998. Consent is hereby given for the RNRMC to share or use our submitted data (including statements made in applications forms, monitoring forms and other correspondence with the RNRMC) as part of measuring and reporting RNRMC grant delivery impact. Therefore, we will ensure the following is carried out:
- a. Provide regular individual beneficiary case studies (with photos) that clearly demonstrate the services we provide and the difference and impact we have on the individual and/or community concerned – the contents of which must be available for public release. We will also keep a record of and/or forward the appropriate release forms to The Royal Navy and Royal Marines Charity; we will insure that the necessary permissions have been obtained in writing before providing individual beneficiary case studies or anonymising them as appropriate. Please remember that good photos are a great way of capturing progress and successes and help both us and you promote your project and the positive difference that our intervention has made.

- b. Make clear mention of the grant received, purposes for the grant and the amount received from The Royal Navy and Royal Marines Charity and Greenwich Hospital as a news item on the home page of our website (where we provide such a facility) and a link from this news item to www.rnrmc.org.uk and to www.grenhosp.org.uk. We will also work with The Royal Navy and Royal Marines Charity to formulate the news story, obtaining quotes and releasing this (as appropriate) to the media. We are aware that The Royal Navy and Royal Marines Charity may use this information across all its communications channels;
 - c. Highlight on our website that The Royal Navy and Royal Marines Charity and Greenwich Hospital are a supporting partner or funding organisation, along with its logo and a link to its website (www.rnrmc.org.uk) and www.grenhosp.org.uk for 12 months. The Royal Navy and Royal Marines Charity will provide a reciprocal link back to the beneficiary organisation's website where appropriate;
 - d. Use "Supported by The Royal Navy and Royal Marines Charity" and "Supported by Greenwich Hospital" logo on any of our key marketing material for 12 months;
 - e. Include an advertisement or editorial entry, promoting The Royal Navy and Royal Marines Charity in the next appropriate issue of our newsletter or magazine (if applicable). The Royal Navy and Royal Marines Charity will provide the relevant materials for printed and electronic publications;
 - f. Mention the grant, and The Royal Navy and Royal Marines Charity and Greenwich Hospital, in our Annual Report and Accounts and/or our Impact Report.
 - g. We will incorporate use of social media in our communication planning. The Royal Navy and Royal Marines Charity is more than happy to retweet or share your posts on its own channels.
 - h. We will undertake to inform the Royal Navy and Royal Marines Charity every time our story received a media mention.
 - i. We will in circumstances highlighted by the Royal Navy and Royal Marines Charity in our Grant Award Letter, be required to install a permanent plaque acknowledging Royal Navy and Royal Marines Charity support in a prominent position at the project site. The charity will provide this plaque.
 - j. Please include boilerplate copy text about the Royal Navy and Royal Marines Charity and its partner funder Greenwich Hospital in the Notes to Editors section of your Press Releases. This text and a Press Release template can be obtained by emailing mystory@rnrmc.org.uk
 - k. Please use the charity name Royal Navy and Royal Marines Charity in full in all public acknowledgement of your grant. Our logo and guidelines as to its use can be obtained by emailing mystory@rnrmc.org.uk
8. We will demonstrate that these supportive actions have been completed by sending a copy of materials and collateral to the Director of Relationships & Funding, The Royal Navy and Royal Marines Charity, Building 37, HMS Excellent, Whale Island, Portsmouth, Hampshire PO2 8ER. We understand that materials shared, will also be passed to Greenwich Hospital should they request it. Please consider key milestones throughout a project's lifespan such as public announcements of your grant award, press launches, topping out ceremonies etc. to promote the involvement of the Royal Navy and Royal Marines Charity. Opportunities to attend such events should be offered to the Royal Navy and Royal Marines Charity.
 9. We commit to fulfilling these obligations in return for the grant provided by The Royal Navy and Royal Marines Charity.

10. The name of the contact in our organisation for liaising over these matters is:

Name: Position:

Email: Tel no.....

On behalf of the organisation specified below, I accept the grant allocation subject to the above conditions:

Signed: Name:

Email: Date:

Organisation:

Please sign to confirm you have read and agreed the Terms and Conditions herein and return to:-

Miranda Hartley – Grants Officer
The Royal Navy and Royal Marines Charity
Building 37, HMS EXCELLENT
Whale Island, Portsmouth
Hampshire, PO2 8ER