

Grant Terms & Conditions

The Trustees of the John Sykes Foundation after careful consideration are delighted to award you a grant. By accepting and receiving our grant, the following terms and conditions apply, unless otherwise stated in your grant confirmation letter.

Grants

1. The grant must only be used for the purposes outlined by you in your grant application. If there are any other specific restrictions, these will be detailed within your grant confirmation letter. If for any reason you are unable to use the grant as outlined in your original application, please contact us before spending any part of the grant.
2. We do understand that things sometimes change. If any changes are likely to be made before or during implementation as to how your grant will be spent, if the timetable is delayed, you should inform us straight away and obtain approval in writing for any changes. Where changes are made without our prior agreement, we are likely to require you to return the grant funds to us immediately.
3. Once the grant has been used or the project has been completed, we require an end of grant report to be submitted to our Trustees. We may ask you for more frequent reports in some circumstances and if this is the case this will be confirmed in your grant confirmation letter. Your grant report does not need to be in a specific format or length, however, it is important it responds to at least the following points:
 - how you have spent your grant;
 - how the grant has impacted you / your organisation; and
 - whether you encountered any specific challenges and if so, how these were overcome.

In addition, we would also like to understand the positive aspect of the grant and how it has helped the community of Reading, accompanied by at least 5 photographs.

4. Any unspent portion of the grant must be returned to us within 14 days of the project being completed. If you envisage the timescales of your project changing, you must contact us straight away to explain the situation and request approval to any extension to the terms of the grant.

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5. We will require repayment of any unused grant funds if you are an organisation and become insolvent or go into administration, receivership or liquidation. The same shall apply if you are an individual and you become bankrupt or enter into arrangements with your creditors of any kind. We will also at this stage require your grant report as outlined in item 3 above, covering any portion of the funds you have used.
 6. If you are an organisation you must inform us immediately of any serious incident report your organisation makes to the Charity Commission (or if you are not regulated by the Charity Commission any similar incident that would meet such threshold). This applies from the date you submit your grant application to us up until 12 months after the date of your grant report. Similarly, you must notify us if the Charity Commission opens an investigation into any of your practices.
 7. If you work with vulnerable people, by receiving our grant you are confirming that you have the appropriate safeguarding policies in place and must provide copies within 7 days if requested by us.
 8. If you do not meet the requirements set out in these terms and conditions, the Foundation reserves the right to reclaim some, or all, of the grant at any time.

Pledges

From time to time we may offer a grant to be paid when specific conditions have been met (for example when you have raised a certain level of funds from other sources). In this case you will receive a pledge confirmation letter which will confirm what the conditions are to release the grant. At the point you believe the conditions have been met, you should contact us in writing to request your grant.

Acknowledgment

We require that any grant provided is acknowledged in an appropriate and timely manner, no later than 14 days from receipt. If you are an organisation, we require you to include our name in your organisation's accounts and in any newsletter or updates you may produce, including on your website.

Our logo can be obtained by emailing us via mail@johnsykesfoundation.org. Within your email please confirm the format required.



Publicity

We may ask you to help increase the profile of the John Sykes Foundation as part of any grant offer we provide. If this is a condition, this will be specified within your grant confirmation letter.

Social Media

We would like to encourage you to tag us in your social media updates. This may be about the receiving of your grant, or in respect of anything related to the grant provided. We actively use Facebook, Instagram and Twitter and our tag credentials are provided below. The Foundation team very much enjoy being kept up to date with how our grant is making a difference.

Facebook johnsykesfoundation

Instagram @johnsykesfoundation

Twitter @j_s_foundation

Invitations

For organisations, we are pleased to receive invitations to events related to your work, or to a specific project we have supported. These should be sent to the Foundation's office for the attention of the Trustees. If we have availability to attend the event, we will RSVP, but regret that it may not be possible to attend all events, due to the busy schedule of the Foundation team.