

Terms and Conditions for Charitable Funding

I agree to abide by the conditions of the grant outlined below:

Recognition of Charitable Support

We would like to share the success of your funded project to highlight how we have spent charitable funds, inspire others with seeking funding for their own project ideas and potentially encourage donations for your ward, department etc. We can only do this with appropriate recognition.

When awarded funding, either in full or part, one of the conditions is that appropriate acknowledgment will be made to Edinburgh & Lothians Health Foundation (ELHF) on all materials or awareness-raising opportunities. For example, our logo should be displayed on your leaflets, publications, websites, posters or other printed materials. We should be acknowledged as a charitable funder when undertaking any awareness raising through press releases, articles, social media etc. A copy of our logo will be emailed to you and we can provide you with another copy any time you need. We are happy to help support publicity of your activity including through our social media so please remember to tag us in your posts.

We may ask you to participate in publicity about the outcomes of your charitable grant, in which case we will seek your support for the use of a publicity photographs, quotes or a /or case study. We may use these in press releases, case studies, articles or social media. We may ask you to present about your project or experience at one of our events. We may also request that our staff or donors can visit your department or ward. Advance notice will be given and we work with you to arrange a suitable time and date.

Award of Charitable Grant

Charitable grants are awarded at the level indicated in the offer letter.

Projects must start (**not** funding fully spent) within three months of the date on the award letter unless otherwise agreed with ELHF. If a project has not started within this time period, the Trustees reserve the right to withdraw the full grant amount.

Charitable grants are awarded towards the project set out in the application form, and it is the responsibility of the grantee to ensure that it is spent solely on these purposes.

At the end of the project, any unspent funding is to be returned to the charity.

The responsibility for ongoing costs after a charitable grant has ended lies with the organisation to which the grant was made.

Patient related Christmas funding

- Any contributions towards Christmas festivities are 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 but the purchase of alcohol or tobacco products is not permitted.
- Receipts should be retained for all expenditure incurred
- All applicable receipts and unspent funding should be submitted to the relevant cashier as soon as possible after the festive period

Progress Reporting and Publications

During the lifetime of a project formal progress reports are required however the timing and nature of specific required reports will be confirmed by the Grants Manager. Changes to applicable project

Edinburgh and Lothians Health Foundation is the operating name of the Lothian Health Board Endowment Fund, Scottish Registered Charity Number SC007342.

dates, which may impact when reports are due, will be reflected by approved and agreed changes to the reporting schedule.

All submitted project reports are held confidentially and only available for review by relevant charity staff or Trustee/Committee members. Submitted reports will only be released to a 3rd party or individual if a grant recipient gives their explicit approval.

Confidentiality

All information provided to the charity, either through an online application form or project progress report, is held confidentially and we adhere to the Data Protection Act 1998, Electronic Communication 2003 Regulations and GDPR 2018. We process and hold information in line with our privacy policy which can be found on our website.

We will not disclose any **sensitive data** provided, either in an application or project progress report, to a third party in any circumstances other than what has been outlined above, unless the disclosure is required by law or specifically approved by a grant recipient.

Information provided to ELHF will not be sold to a 3rd party individual, organisation or commercial company for any gain, either financial or otherwise.

Termination of Grant

Edinburgh & Lothians Health Foundation reserves the right to make changes to these terms and conditions at any time: written notice and a full explanation will be given.

Edinburgh & Lothians Health Foundation reserves the right to terminate a charitable grant at any time. Written notification will be given and funding provided to cover relevant costs incurred up to the termination date. If the receiving organisation discontinues the project, ELHF reserves the right to reclaim the charitable grant amount.