

Prògram Ealain na Gàidhealtachd | Highland ARts Programme

Sgeama Thabhartasan Litreachais Literature Grants Scheme

Teirmean agus cumhaichean Terms and conditions

1. Iomchaidheachd Validity

Your grant must be claimed according to the timescale detailed in the letter of award. If some of the grant remains unclaimed, or if the project or event remains substantially incomplete at the expected conclusion date, The Highland Council reserves the right to withdraw the offer.

2. Adhbhar duaise Purpose of award

All awards must be used for the purpose for which they were allocated. If the project or event is materially different from that for which the grant was approved, the award will not be paid or will be re-claimed unless any changes have been agreed in advance and confirmed in writing.

3. Tagraidhean Claims

The grant is awarded on the basis of "not in advance of need", which means that you may claim as expense is incurred. You will have to provide evidence that the grant, or part of it, is actually needed e.g. that an invoice or cost has been received or incurred and that the grant is required to pay that invoice. Claims should be submitted for a minimum of £100 unless exceptional circumstances apply and there is prior agreement with The Highland Council.

4. Pàighidhean Payments

The Highland Council intends to make award payments by Bank Automated Clearing System (BACS) and to send you the BACS remittance advice by email.

Please complete and return a Project Bank Details (BACS) Form. Please contact us should you wish to discuss alternative arrangements.

5. Sgrùdadh Monitoring

You must keep sound and appropriate financial records, including original invoices and bank statements showing the various transactions relating to your project or event. A representative of The Highland Council, or an auditor acting on behalf of The Highland Council or one of its funding partners, may wish to visit you as part of our monitoring process and you should be able to make all project records available. Please do not dispose of any records for at least three years from payment of the final grant instalment. You may also be asked to show how you made best use of the grant and

in particular what steps you took to get the best prices for goods and services. Should you have any queries about this please contact Fiona Hampton on 01463 702046.

6. Aontaidhean is Ceadan

Consents and Permissions

Successful applicants will be responsible for obtaining all necessary consents, permissions or licences that are required for their event or project.

7. Sanasachd

Publicity

Successful applicants will be required to acknowledge the support of The Highland Council, The Scottish Arts Council and Highlands & Islands Enterprise by using their respective logos on all relevant publicity material.

Should you have any queries relating to the use of publicity materials or the correct use of logos, please contact Fiona Hampton on 01463 702046.

8. In-ghabhaltas sòisealta is Co-ionannachd Chothroman

Social inclusion and equal opportunities

The Highland Council recommends that successful applicants operate policies on social inclusion and equal opportunities in line with The Highland Council policies. For further information contact Fiona Hampton on 01463 702046 or visit www.highland.gov.uk

9. Poileasaidh Dion Chloinne

Child Protection Policy

The Highland Council will only provide funding for groups which have substantial access to children if they have adopted the Highland Child Protection Committee's (HCPC) Child Protection Policy. Grant aided organisations which hire out their facilities must also check that the relevant groups have an appropriate policy in place. For further information contact Fiona Hampton on 01463 702046 or visit www.highland.gov.uk

10. Tuilleadh Fiosrachaidh

Further Information

For further information on any of these terms and conditions contact:

Fiona Hampton.

The Highland Council, Education, Culture and Sport,
Glenurquhart Road, Inverness IV3 5NX.

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www.highlandeventsandfestivals.com