

The Dosoco Foundation Terms and Conditions for Grant Awards

We want to ensure that grants given by The Dosoco Foundation (Dosoco) are awarded fairly and make a positive difference to the people receiving them. We also want to have clear processes which require the minimum amount of administration for the grant holder whilst meeting Dosoco requirements. The Terms and Conditions detailed below must be read and understood before accepting a grant offer so that you are clear on your responsibilities for accepting and managing your grant. If you are successful in being awarded a grant we will be in contact to discuss this in more detail and answer any questions you might have.

1. Introduction

- 1.1 If your application is successful, the Dosoco Foundation (Dosoco) will provide grant funding for the agreed individual/project subject to the Terms and Conditions as set out in this document.
- 1.2 It is important for the grant applicant and those taking administrative responsibility for a grant to read and understand the information in this document and retain it for reference during the duration of the Dosoco award.
- 1.3 The applicant is required to sign a declaration within the Grant Application Form, accepting the Terms and Conditions when submitting an application.
- 1.4 The funding made available by Dosoco must be applied exclusively and appropriately in support of the individual/project for which it has been awarded. It is the responsibility of the applicant to ensure that all parties involved in Dosoco grants comply with Dosoco's Terms and Conditions.
- 1.5 It is the responsibility of the applicant to ensure you are satisfied that any person/organisation selected to work with an individual or deliver a project using Dosoco grant funding, meets appropriate quality, value for money, health and safety and legal checks. If funding is used to purchase equipment these checks must also be made.
- 1.6 Dosoco reserves the right to end your partnership with Dosoco should the project and its costs change substantially from your application or you fail to comply with the Dosoco Terms and Conditions. We will seek to recover the costs of the grant should it be found to be used improperly.

2. Grant Payments and Finance

- 2.1 On acceptance of a grant award Dosoco must be informed of the official start date of your supported project. No money will be paid until the grant has been formally

activated by submission of the Grant Acceptance Form which will be provided with your offer letter.

- 2.2 Dosoco will provide funding for the supported individual/project in accordance with the agreed budget at the start of your project. The grant end date will be defined by the duration of the award from the start date.
- 2.3 At the request of Dosoco the grant holder shall provide written confirmation that the grant has been used for the purpose for which it was awarded and that the costs incurred meet the Terms and Conditions of the Grant.
- 2.4 A statement of grant expenditure must be submitted to Dosoco within two months of the end of the project. Receipts should be kept to demonstrate all Dosoco expenditure along with a brief statement detailing any other funding you have received and used to cover costs associated with your project. Dosoco will provide you with a form to record this information.
- 2.5 If any grant remains after completion of the project, the applicant will be required to pay this back to Dosoco within two months so that it can be used to support other projects.
- 2.6 Dosoco accepts no responsibility for costs or liabilities incurred in connection with the project other than those costs specifically set out in the application and in these Terms and Conditions.

3. Communication and Publicity

- 3.1 All references to Dosoco funded work placed on websites, electronic bulletin boards and similar must state clearly that the work is funded by Dosoco and, where practical, should include a link to Dosoco's own website www.thedosocofoundation.org
- 3.2 A statement of Dosoco's funding and support (and the logo wherever possible) should appear on any project stationery, publications, letters to newspapers, newspaper articles, websites and bulletin boards, advertisements, presentations, posters, interviews on radio/TV, etc. Where the logo is used please ensure that its use complies with the Dosoco communications policy available on our website at www.thedosocofoundation.org. Please contact a member of the team by emailing hello@thedosocofoundation.org if you have any questions about this.
- 3.3 Dosoco will liaise with grant holders over any publicity or fundraising activity arising from Dosoco-funded grants. Dosoco reserves the right to use agreed materials from funded awards as part of our fundraising or publicity activities.