

Terms and Conditions of Community Grant

1. Grants will be paid either by cheque or BACS once the grant has been approved and signed paperwork received.
2. Grants are solely for the purpose defined and should therefore be shown in any Audited Accounts as 'restricted'.
3. Grants are awarded on an individual application basis and therefore repeat funding should not be expected or planned for.
4. A representative of Thomas Cook UK & Ireland and/or a Thomas Cook Children's Charity representative may visit to officially present the cheque, with press where possible.
5. Your organisation should start to spend the grant within six months of it being paid. If your project has not started within six months of the date of our grant offer letter, we reserve the right to ask for the donation to be returned, unless we have agreed to the delay in writing.
6. Your grant can only be used for the purpose(s) for which it is given and should not be used for any other purpose without our approval in writing.
7. Grants awarded must not be given or transferred to any third party but must be used solely by the organisation it was awarded to. If the grant is used for a purpose not outlined in the application, we reserve the right to ask for the donation to be returned.
8. You will take reasonable care to ensure that the project is conducted in a proper manner and in accordance with the applicable laws and relevant guidance. By providing a grant the Children's Charity is not accepting any responsibility for the project.
9. Our support should be mentioned in appropriate terms in publications, websites, events and other publicity relating to your project – copies of which should be supplied on request. In order to best achieve publicity for both our organisations, we request that you create a press release celebrating your project and the contribution that the Thomas Cook Children's Charity grant will make. By sharing the release with a table of potential press outlets with our office, we can work together to maximise positive publicity.
10. Please contact the Thomas Cook Children's Charity if you would like to use our logo.
11. By agreeing to the terms and conditions of grant awards you agree that all photos, video material and case studies supplied by your organisation can be used by the Thomas Cook Children's Charity as its publicity material.

12. Background material, including photos, video material stories and logos must be provided to the Thomas Cook Children's Charity at the time of receipt of the grant and throughout the grant period so that we are able to report back on the grant to our supporters.
13. A report should be sent back to the Thomas Cook Children's Charity on the use of your grant within 60 days of the end of the project. Please use the *Grant Report Form* which is available on our website.
14. We reserve the right to ask for the whole of a grant or any unspent balance to be returned if it is found out that your organisation has provided false information or has not adhered to the terms and conditions of acceptance.
15. You agree that the Thomas Cook Children's Charity can take any steps it considers appropriate and reasonable to verify that you have used any grant given for the intended purpose, including but not limited to carrying out a physical audit without prior notice.
16. These terms and conditions are governed by English laws and you agree that the courts of England and Wales will have jurisdiction over any disputes that may arise between us.