

Sauchiehall Street Community Heritage Grants

Conditions and Acceptance



PEOPLE
MAKE
SAUCHIEHALL
STREET



Conditions

These conditions apply to the Community Heritage Grant: Uncovering Sauchiehall Street. In these conditions, “we”, “us” and “our” mean Glasgow Life, acting on behalf of Sauchiehall Street: Culture and Heritage District.

- 1. Purpose of the grant.** The award is made by Glasgow Life, on behalf of Sauchiehall Street: Culture and Heritage District, for the specific purpose described in your approved application to the Community Heritage Grant: Uncovering Sauchiehall Street. The grant must only be used for that approved activity and for eligible costs agreed with the Sauchiehall Street: Culture and Heritage District team. You must not make significant changes to the purpose, scope, location, timetable, budget or delivery method without our prior written agreement.
- 2. Contact and changes.** The contact officer for this award is Faye Hamblett-Jones, faye.hamblett-jones@glasgowlife.org.uk. All correspondence, reports, requests for changes and information required under these conditions should be sent to the contact officer. You must contact us as soon as possible if you think the project may be delayed, underspent, overspent, changed, cancelled or unable to meet these conditions.
- 3. Reporting and final payment.** To claim the final instalment of the award, you must submit a Final Project Report in the format provided in the Marketing and Reporting Pack, by the date set out in your award letter or otherwise confirmed by us in writing. The report must explain what was delivered, who took part, how the grant was spent, what outcomes were achieved, what was learned, and how the activity contributed to community engagement with the heritage of Sauchiehall Street. The final payment will only be released once the report has been received, reviewed and approved.
- 4. Paperwork, invoices and deadlines.** You are responsible for returning all required paperwork by the deadline we give you. This includes the signed Acceptance Conditions and any invoice or payment information needed to release the first instalment. No payment will be made until we have received the signed acceptance and any required payment information.
- 5. Acknowledgement of funding.** This grant is awarded by Glasgow Life, on behalf of Sauchiehall Street: Culture and Heritage District, using funding made possible by National Lottery players through The National Lottery Heritage Fund. You must acknowledge this support in all relevant publicity, printed materials, online materials, event information, press releases, reports, presentations and project outputs. You must use the approved wording and logo lock-up provided to you and follow any branding or acknowledgement guidance supplied with your Marketing and Reporting Pack.

- 6. Open licensing, copyright and permissions.** The National Lottery Heritage Fund has an open-licensing approach to increase public access to heritage. Where your project creates or commissions new material using this grant, you must take reasonable steps to make that material publicly available under the appropriate open licence, where it is safe, lawful and appropriate to do so. This normally means Creative Commons Attribution 4.0 International for original content, and CC0 1.0 Public Domain Dedication for code, metadata and digitised reproductions of public-domain material. We will provide guidance on what this means for your project. You must make sure that you have the rights, permissions and consents needed before sharing any material publicly. This may include new images, text, research outputs, datasets, educational resources, audio or video recordings, digital content, metadata or other materials created through the funded activity.
- You must not share material publicly if doing so would breach copyright, data protection law, safeguarding duties, confidentiality, consent restrictions or the rights and dignity of participants.
 - If the project uses third-party material, you must ensure that you have permission to use it and explain any restrictions in your Final Project Report.
 - If personal stories, photographs, recordings or other identifiable material are collected, you must obtain appropriate consent before publication.
- 7. Suspension, cancellation and repayment.** There are situations in which we may suspend, reduce, cancel or recover grant already paid. As a public body, we will act reasonably and fairly and will normally give you an opportunity to provide information or take corrective action before a decision is made. We may withhold, suspend, cancel or recover grant if any of the following apply:
- the grant is used for a purpose that has not been approved;
 - there is unsatisfactory progress, non-delivery, cancellation or significant change without approval;
 - there are financial irregularities, fraud, misrepresentation, duplicate funding or inadequate records;
 - you fail to submit required reports, evidence, receipts or information;
 - you fail to meet acknowledgement, open licensing, safeguarding, data protection, access, equality or legal compliance requirements;
 - you become unable to complete the funded activity or no longer operate in a way that allows the grant to be used as intended.
- 8. Underspends, overspends and ineligible costs.** If you complete the project without spending the full grant, you must tell us and return any unspent amount when requested. We are unable to increase the grant because of overspending. You should contact us as soon as possible if you anticipate overspending or if you need to move money between budget headings. Grant must not be used for costs that were not approved, costs already funded from another source, recoverable VAT, or expenditure that is not directly related to the approved activity.
- 9. Events, publicity and project visits.** You should invite the contact officer to any key public events, launches, workshops or activities relating to the award. We may also ask to visit or observe funded activity, take part in reasonable publicity, or request information, images or case studies for reporting and promotion. Any use of participant images, stories or recordings must be based on appropriate consent.

- 10. Monitoring, evaluation and participant information.** You must collect and provide proportionate information needed to complete the Final Project Report and help us understand the impact of the Community Heritage Grant scheme. This will be guided by our External Evaluators and may include participant numbers, activity dates, locations, feedback, learning, outputs, photographs where consent has been obtained, and a short explanation of what changed because of the project. You must collect only the information needed, store it securely, and share it with us in the format requested.
- 11. Data protection and privacy.** You are responsible for complying with data protection law when collecting, storing, using or sharing personal information. This includes having an appropriate lawful basis, using clear privacy information, collecting only what is necessary, keeping information secure, and respecting participants' choices about photographs, recordings, stories or other identifiable material. You must tell us promptly if there is any data breach or concern connected to the funded activity.
- 12. Safeguarding, wellbeing and inclusive practice.** You must deliver the funded activity in a safe, inclusive and respectful way. Where activity involves children, young people, adults at risk or potentially vulnerable participants, you must have appropriate safeguarding arrangements in place, including suitable supervision, consent processes, risk assessment and reporting routes. You must not unlawfully discriminate and must take reasonable steps to remove barriers to participation, consider reasonable adjustments, and make appropriate access arrangements so that people can take part safely and with dignity.
- 13. No transfer or sub-granting.** You must not transfer the grant, sub-grant the funds, or pass responsibility for delivering the funded activity to another organisation or individual without our prior written agreement.
- 14. Legal compliance, permissions and insurance.** You are responsible for obtaining any permissions, licences, consents, insurance, risk assessments, venue agreements or other approvals needed to deliver the project lawfully and safely. This may include permissions for public events, work in public spaces, use of buildings, filming, photography, music, copyright material, or work with specific communities or participant groups.
- 15. Procurement, value for money and conflicts of interest.** You must spend the grant carefully, transparently and for the approved purpose. Where you buy goods or services, you should seek value for money and keep clear records of decisions and costs. You must tell us about any actual or potential conflict of interest, for example where grant money may be paid to a trustee, director, committee member, employee, close associate or connected organisation.
- 16. Records, audit and public accountability.** You must keep accurate records of the funded activity, including invoices, receipts, participant information, publicity, outputs, permissions and evidence of delivery. You must retain these records for the period we specify, and for at least six years after the project end date unless we agree otherwise in writing. Because this is public and National Lottery funding, the financial information and records of the Organisation must be available if required for examination by representatives of Glasgow Life and by Glasgow Life's external auditors on reasonable notice. You must provide reasonable assistance if we need information to meet these obligations. Glasgow Life reserves the right to request receipts/invoices for goods and services purchased with the Award within 28 days of the Award being spent.

Payment Schedule

£4,500	On receipt of signed acceptance (90% of award)
£500	On receipt and approval of Final Project Report (10% of award)

Acceptance

I agree to the terms and conditions outlined above and accept the offer of **£5,000** from Glasgow Life, acting on behalf of Sauchiehall Street: Culture and Heritage District. I confirm that the grant will be used only for the approved purpose, that all conditions will be met, and that I understand funds may have to be repaid if this is not the case.

I confirm I have kept a copy of these conditions.

Signature	
Date	

To be returned to: sauchiehallstreet@glasgowlife.org.uk