

Development Grant - Terms and Conditions

1. Definitions and Interpretation

- 1.1. In these Conditions, the words and expressions set out in the Definitions (detailed below) shall have the meanings ascribed to them.
- 1.2. In these Conditions unless the context otherwise requires, words denoting the singular shall include the plural and vice versa and words denoting any gender shall include all genders.
- 1.3. The headings in these Conditions are for convenience only and shall not be read as forming part of the Conditions or taken into account in their interpretation.
- 1.4. Except as otherwise provided in these Conditions, any reference to a clause, paragraph, subparagraph or schedule shall be a reference to a clause, paragraph, subparagraph or schedule of these Conditions.

2. Purposes of the Grant

- 2.1. The Grant is made to enable the Grantee to carry out the Project defined in the Development Grant application.
- 2.2. The Grant shall only be used for the purposes of the Project and for no other purpose whatsoever.
- 2.3. No part of the Grant shall be used to fund any activity or material which is party political in intention, use, or presentation or appears to be designed to affect support for a political party.
- 2.4. The eligible costs for which the grant can be claimed exclude:
 - reclaimable Value Added Tax (VAT)
 - alcohol or tobacco
 - expenditure incurred before the date specified in the grant confirmation email
- 2.5. The grant must be used to deliver the project in accordance with the activities specified in the original Development Grant Application Form. Any proposed amendments must be agreed in writing on behalf of the Scottish Ministers, by Keep Scotland Beautiful.

3. Payment of Grant

- 3.1. The Grant shall be paid, on behalf of the Scottish Ministers, by Keep Scotland Beautiful to the Grantee in accordance with these terms and conditions.
- 3.2. In the event that the amount of the Grant paid, on behalf of the Scottish Ministers, by Keep Scotland Beautiful to the Grantee at any point in time is found to exceed the amount of the expenses reasonably and properly incurred by the Grantee in connection with the Project, the Grantee shall repay to Keep Scotland Beautiful, on behalf of the Scottish Ministers, the amount

of such excess within 14 days of receiving a written demand for it from or on behalf of the Scottish Ministers. In the event that the Grantee fails to pay such amount within the 14-day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the base lending rate (or the equivalent) of the Bank of England prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest thereon.

- 3.3.** The Scottish Ministers shall not be bound to pay to the Grantee, and the Grantee shall have no claim against the Scottish Ministers in respect of, any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year unless otherwise agreed in writing by the Scottish Ministers.

4. Inspection and Information

- 4.1.** The Grantee shall, on completion of the Project, submit a Final Report to Keep Scotland Beautiful, on behalf of the Scottish Ministers, summarising the outcomes and performance of the Project. Such a report shall include such statistical and other information relating to the impact of the Project as shall be required by Keep Scotland Beautiful, on behalf of the Scottish Ministers. Details shall include actual expenditure.
- 4.2.** The Grantee shall also provide any other information that the Scottish Ministers may reasonably require to satisfy themselves that the Project is consistent with the Agreement. The Grantee shall provide the Scottish Ministers with prompt access to any information they reasonably require to ensure compliance with these Conditions.
- 4.3.** The Grantee shall keep and maintain for a period of three years after the expenditure occurs, adequate and proper records and books of account recording all receipts and expenditure of monies paid to it by the Scottish Ministers by way of the Grant. The Grantee shall afford the Scottish Ministers, their representatives, the Auditor General for Scotland, his/her representatives and such other persons as the Scottish Ministers may reasonably specify from time to time, such access to those records and books of account as may be required by them at any reasonable time in response to a written request for such access from the person seeking it. The Grantee shall provide such reasonable assistance and explanation as the person carrying out the inspection may from time to time require.
- 4.4.** In the event of the Grantee becoming aware of or suspecting any irregular or fraudulent activity that may have any impact on the Project or on the use of the Grant, or any part of it, the Grantee shall immediately notify Keep Scotland Beautiful, on behalf of the Scottish Ministers of such activity and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant.

5. Safeguarding

- 5.1.** The Grantee must have robust safeguarding policies in place to protect vulnerable groups. The Grantee must also have in place clear processes which must be followed if it becomes aware of specific incidents, including referral to the relevant authorities where necessary. Where the Grantee is working directly through a partner organisation, the Grantee is required to have undertaken due diligence in relation to safeguarding arrangements, including obtaining evidence of satisfactory safeguarding policies and / or procedures by the Grantee's partner organisation. The Grantee must report all and any cases of suspected abuse or malpractice relating to anyone involved in delivery of the Project or any beneficiary of the Project to Keep Scotland Beautiful on behalf of the Scottish Ministers and the relevant authorities immediately. The Grantee must, upon request from Scottish Ministers, provide copies of the safeguarding policies and procedures referred to in this clause.
- 5.2.** In the event of the Grantee becoming aware of or suspecting any safeguarding incident by or in respect of any person involved in the Project, the Grantee shall immediately notify Keep

Scotland Beautiful on behalf of the Scottish Ministers of such activity or incident and provide such other information as the Scottish Ministers may reasonably require in relation to the impact on the Project and the use of the Grant. In so notifying Scottish Ministers, the Grantee must also confirm that such safeguarding incident has been referred to the relevant regulatory or other authorities as appropriate, in line with any statutory duty and otherwise in line with any guidance issued from time to time on Notifiable Events by either the Office of the Scottish Charity Regulatory (OSCR) or as appropriate the Charity Commission for England and Wales. For the avoidance of doubt, in this agreement, a “safeguarding incident” includes any incident of abuse or mistreatment of any vulnerable person.

6. Confidentiality and Data Protection

- 6.1.** The Grantee will respect the confidentiality of any commercially sensitive information that they have access to as a result of the Project.
- 6.2.** Notwithstanding the above, the Grantee may disclose any information as required by law or judicial order. All information submitted to Keep Scotland Beautiful, on behalf of the Scottish Ministers may need to be disclosed and/or published by the Scottish Ministers. Without prejudice to the foregoing generality, the Scottish Ministers may disclose information in compliance with the Freedom of Information (Scotland) Act 2002, any other law, or, as a consequence of judicial order, or order by any court or tribunal with the authority to order disclosure. Further, the Scottish Ministers may also disclose all information submitted to them to the Scottish or United Kingdom Parliament or any other department, office or agency of Her Majesty’s Government in Scotland, in right of the Scottish Administration or the United Kingdom, and their servants or agents. When disclosing such information to either the Scottish Parliament or the United Kingdom Parliament it is recognised and agreed by both parties that the Scottish Ministers shall if they see fit disclose such information but are unable to impose any restriction upon the information that it provides to Members of the Scottish Parliament, or Members of the United Kingdom Parliament; such disclosure shall not be treated as a breach of this agreement
- 6.3.** The Grantee shall ensure that all requirements of the Data Protection Act 2018 are fulfilled in relation to the Project.

7. Publicity

- 7.1.** The Grantee shall where reasonably practicable acknowledge in all publicity material relating to the Project the contribution of the Scottish Ministers to its costs. The Scottish Ministers may require to approve the form of such acknowledgement prior to its first publication.

8. Intellectual Property Rights

- 8.1.** Subject to the background Intellectual Property rights of the Grantee and any third parties the Intellectual Property Rights of the results of this Service are hereby assigned to and shall vest in the Crown or its assignees.
- 8.2.** The Grantee shall ensure that nothing contained in any materials produced or submitted to the Scottish Ministers or Keep Scotland Beautiful, on behalf of the Scottish Ministers, by the Grantee or anyone acting on its behalf nor the reproduction of such materials, shall constitute an infringement of any third party copyright or intellectual property right and shall indemnify the Scottish Ministers against all actions, proceedings, claims and demands made by reason of any such infringement.

9. Default and Recovery etc. of Grant

- 9.1.** The Scottish Ministers or Keep Scotland Beautiful, on behalf of the Scottish Ministers, may re-assess, vary, make a deduction from, withhold, or require immediate repayment of the Grant or any part of it in the event that:
- (a) The Grantee commits a Default;
 - (b) The Scottish Ministers or Keep Scotland Beautiful, on behalf of the Scottish Ministers, consider that any change or departure from the purposes for which the Grant was awarded warrants an alteration in the amount of the Grant;
 - (c) The Grantee fails to carry out the Project;
 - (d) In the Scottish Ministers' or Keep Scotland Beautiful's, on behalf of the Scottish Ministers, opinion, the progress on the Project is not satisfactory; or
 - (e) In the Scottish Ministers' or Keep Scotland Beautiful's, on behalf of the Scottish Ministers opinion, the future of the Project is in jeopardy.
- 9.2.** If, in the Scottish Ministers' opinion, the Grant or any part of it is state aid and they consider that they are required to recover such sum in order to ensure compliance with their obligations under EU law the Scottish Ministers may require immediate repayment of the Grant or any part of it together with interest at such rate and on such basis as may be determined from time to time by the Commission of the European Union.
- 9.3.** The Scottish Ministers or Keep Scotland Beautiful, on behalf of the Scottish Ministers. may withhold the payment of the Grant if at any time within the duration of the Agreement:
- (a) The Grantee passes a resolution that it be wound up, or a court makes an order that the Grantee be wound up, in either case otherwise than for the purposes of reconstruction or amalgamation, or circumstances arise which would enable a court to make such an order or the Grantee is unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
 - (b) Where the Grantee is an individual, if a petition is presented for the Grantee's bankruptcy or the sequestration of his estate or a criminal bankruptcy order is made against the Grantee; or the Grantee makes any composition or arrangement with or for the benefit of creditors, or makes any conveyance or assignment for the benefit of creditors, or if an administrator or trustee is appointed to manage his affairs; or
 - (c) A receiver, manager, administrator or administrative receiver is appointed to the Grantee, or over all or any part of the Grantee's property, or circumstances arise which would entitle a court or a creditor to appoint such a receiver, manager, administrator or administrative receiver.
- 9.4.** In the event that the Grantee becomes bound to pay any sum to Keep Scotland Beautiful, on behalf of the Scottish Ministers, in terms of clause 9.1, the Grantee shall pay Keep Scotland Beautiful, on behalf of the Scottish Ministers, the appropriate sum within 14 days of a written demand for it being given by or on behalf of the Scottish Ministers to the Grantee. In the event that the Grantee fails to pay such amount within the 14-day period, the Scottish Ministers shall be entitled to interest on the sum at the rate of 2 per cent per annum above the base lending rate (or the equivalent) of the Bank of England prevailing at the time of the written demand from the date of the written demand until payment in full of both the sum and the interest thereon.
- 9.5.** Notwithstanding the provisions of this clause 9, in the event that the Grantee is in breach of any of the Conditions, Keep Scotland Beautiful, on behalf of the Scottish Ministers, may, provided that the breach is capable of a remedy, postpone the exercise of their rights to recover any sum from the Grantee in terms of clause 9 for such period as they see fit, and may give written notice to the Grantee requiring it to remedy the breach within such period as may be specified in the notice. In the event of the Grantee failing to remedy the breach within the period specified, the Grantee shall be bound to pay the sum to the Scottish Ministers in accordance with the foregoing provisions.

- 9.6.** Any failure, omission or delay by Keep Scotland Beautiful, on behalf of the Scottish Ministers in exercising any right or remedy to which they are entitled by virtue of clauses 9.1 to 9.3 shall not be construed as a waiver of such right or remedy.

10. Assignment

- 10.1.** The Grantee shall not be entitled to assign, sub-contract or otherwise transfer its rights or obligations under the Agreement without the prior written consent of the Scottish Ministers.

11. Termination

- 11.1.** The Agreement may be terminated by the Scottish Ministers giving not less than three months' notice in writing from the date of the notice being sent.

12. Corrupt Gifts and Payments of Commission

- 12.1.** The Grantee shall ensure that its employees shall not breach the terms of the Bribery Act 2010 in relation to this or any other grant. The Grantee shall ensure that adequate controls are in place to prevent bribery.

13. Continuation of Conditions

- 13.1.** These Conditions shall continue to apply for a period of five years after the end of the financial year in which the Grant was paid.

14. Compliance with the Law

- 14.1.** The Grantee shall ensure that in relation to the Project, they and anyone acting on their behalf shall comply with the relevant law, for the time being in force in Scotland.

Yours sincerely

A handwritten signature in black ink that reads "Alastair Seaman". The signature is written in a cursive style and is positioned above a solid horizontal line that serves as a separator.

Alastair Seaman

Operations Manager

DEFINITIONS

“Agreement” means the agreement constituted by the Scottish Ministers’ invitation to apply for a grant, the Grantee’s Application, these Conditions and the Grantee’s acceptance of these Conditions;

“Conditions” means these grant conditions;

“Default” means:

(a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);

(b) Any failure to perform or the negligent performance of any obligation under this Agreement;

(c) Any breach of any legislation; or

(d) Any negligence or negligent or fraudulent miss-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

“Financial Year” means a period from 1 April in one year until 31 March in the next;

“Grant” means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

“Grantee” means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the “Grantee” are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

“Intellectual Property Rights” means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

“Project” means the purpose for which the Grant has been awarded as originally described in the Application Form;

“Payment” means each of the payments specified in the Award Letter hereto.