

STANDARD TERMS AND CONDITIONS OF GRANT AWARD

Definitions:

- The 'Grant' refers to the Grant offered in the Grant Offer Letter
- 'The Foundation' refers to The Henry Moore Foundation
- The 'Grant Recipient' refers to the organisation or legal entity to which the Grant is offered
- The 'Project' refers to the project as described in the application for Grant aid

1. General

- 1.1. The offer of a Grant must be accepted by signing and returning the Grant Offer Letter **within six months** of the date of issue. Offers of Grants must be accepted by signing two copies of the Grant Offer Letter and the Standard Terms and Conditions of Grant Award. The Grant Recipient should keep one copy of each document on file and send the other to the Foundation's Grants Administrator. The offer of any Grant that has not been accepted in accordance with these requirements will lapse after the period of six months and at that date the Foundation will assume that the offer of Grant has been declined or is no longer required by the Grant Recipient and that it will have no further obligations.
- 1.2. The Grant must be used to pay for the Project, or as a contribution towards the Project, as described in the application form and for no other purpose.

- 1.3. Should the delivery of the Project deviate significantly in key participants or outcomes from the description as stated in the application form, or from that subsequently agreed with The Foundation, the Grant Recipient must inform The Foundation immediately. The Foundation may, at its discretion, review the level of Grant monies offered. Permission to continue will not be unreasonably withheld.
- 1.4. Invitations* to exhibition openings/events should be sent to the Grants Administrator for the Foundation's Trustees (12) and staff (2). *(2 printed invitations to be posted plus an electronic invitation for circulation to Trustees).

2. Acknowledgements

- 2.1. The Grant Recipient shall acknowledge the support of The Foundation in any printed or online material relating to the Project. Please refer to Appendices 1 and 2 of these Terms and Conditions for details. Failure to acknowledge the Grant will result in future applications being rejected for a period of 24 months.
- 2.2. The Grant Recipient shall acknowledge receipt of the Grant from the Foundation within the annual financial statements and report of the recipient organisation for the year in which the Grant was received.

3. Reporting

- 3.1. The Grant Recipient is required to submit the following materials to the Grants Administrator in good time to promote the Project in advance of the start date:
 - 3.1.1. Three images suitable for print and online reproduction with full copyright and reproduction permissions in writing. One or more of these images will be used to promote the Project on the Foundation's website and they may also be used in printed or online reports of grants awarded by the Foundation.

3.2. The Grant Recipient is required to submit the following materials to the Grants Administrator by email (books and printed materials by post) within three months of completion of the Project:

3.2.1. An Evaluation Report of no more than two typed sides of A4, including a brief description of:

- Progress of the Project to completion;
- Achievement and non-achievement of outcomes as specified in the application;
- How the Project benefited the intended artists/audiences/public and the numbers that benefited;
- How the Project contributed to the understanding and engagement with sculpture;
- How the Grant was spent, including an explanation of any substantive deviations of expenditure from the budget submitted in the original application.

3.2.2. A Project Summary of no more than 200 words that provides a synopsis of what the Grant was awarded to support, with the achievements and benefits of the Project. The Foundation will use this text to describe the grant-aided Project on its website and in its public reports. It is the Grant Recipient's responsibility to ensure this text is correct and fully copy-edited.

3.2.3. Copies of any printed and digital material produced as part of the Project, including one copy of the exhibition catalogue/publication/annual report.

3.2.4. In addition, one copy of any exhibition catalogue or publication should be sent to The Librarian, Henry Moore Institute, The Headrow, Leeds LS1 3AH.

3.3. Failure to submit the documentation and images as stated herein will result in future applications being rejected for a period of 24 months.

3.4. Interim reports, where required by the Terms of the Grant Offer Letter, shall be presented in a timely fashion to the Grants Administrator. Such reports are required to release Grant instalments and details are included, where relevant, in the Grant Offer Letter.

4 Grant Monies and Payments

- 4.1 Payments of Grants or instalments of Grants will be made within the terms of the payment schedule as set out in the Grant Offer Letter and must be claimed by submitting the Grant Claim Form to the Grants Administrator duly completed and signed. A copy of the Grant Claim Form is attached to this document. All Grants and instalments of Grants must be claimed **within three years** of the date of issue of the Grant Offer Letter. Any Grant or instalments of the Grant that remain unclaimed three years after the date of the Grant Offer Letter will lapse and the Foundation will consider that these payments are no longer required and that it will have no further obligations in respect of these payments.
- 4.2 Payments of Grants will be made by BACS or by international bank transfer into a bank account held in the name of the recipient as stated in the Grant Offer Letter only. Payments will not be made to any other party. Please supply bank details in the Grant Claim Form.
- 4.3 For Grants of £7,000 and over, a retention equivalent to 15% of the Grant will be withheld until completion of the Project. This retention will not be released until the Foundation is in receipt of the Evaluation Report, Project Summary and images with copyright permission as detailed in Clause 3 herein.
- 4.4 If the Grant Recipient fails to present the reports as stated at Clause 3, then the Foundation has the right to demand the return of all Grant monies paid to the Grant Recipient.

4.5 **A Grant is restricted**, and the Grant Recipient may at any time be asked to provide evidence that the Grant has been used for the purpose for which it was awarded. Written permission must be sought for any proposed virement of the Grant monies.

- 5 The Foundation reserves the right to withhold the Grant, or require repayment, if:
 - 5.1 A commission is sold within three years, then the production costs must be repaid;
 - 5.2 It is found that any false information has been supplied to The Foundation;
 - 5.3 The monies are not spent on the Project for which the Grant was approved;
 - 5.4 The Grant Recipient organisation becomes insolvent or goes into administration, receivership or liquidation.
- 6 Failure to abide by these Terms and Conditions of Grant Award, particularly those relating to acknowledgements, will result in future applications being rejected for a period of 24 months.
7. No variation to the Terms and Conditions will be of any effect unless confirmed in writing and signed by the Director or Chief Operating Officer of the Foundation. The provisions of the Foundation's Terms and Conditions of Grant Award shall be the terms and conditions under which a Grant is offered except insofar as they are inconstant with the terms of the Grant Offer Letter which takes precedence. The Grant Offer Letter and the Terms and Conditions of Grant Award together set out the entire agreement and understanding between the Grant Recipient and the Foundation.

Please complete, sign and date these Terms and Conditions of Grant Award and return the document with your Grant Offer Letter to the Grants Administrator, The Henry Moore Foundation, Perry Green, Much Hadham, Hertfordshire SG10 6EE.
Alice@henry-moore.org Direct telephone: 01279 844105.

On behalf of

_____ (Organisation),

I accept the Terms and Conditions of this Grant Award as a contribution towards the Project:

(Project Title)

Name: _____

Position:

Signature: _____

Date:

Appendix 1

HOW TO ACKNOWLEDGE A GRANT

When you receive a Grant from The Henry Moore Foundation, the Recipient is required to acknowledge the financial support in the following ways:

In the exhibition or project space:

- display the logo of the Henry Moore Foundation
(available from www.henry-moore.org/grants/downloadable-resources)

In all printed, online and other digital forms of press, media and publicity materials:

- display the logo of the Henry Moore Foundation on the project press release, publicity handouts, advertisements, invitations, catalogues, poster, guides, banners and any other printed and online material.
- Please use the logo on the main web page dedicated to your project and include a hyperlink to the Henry Moore Foundation's website homepage.
- Please credit the Henry Moore Foundation in all social media communications relating to your project.

Please refer to the Logo Guidelines attached at Appendix 2. (Also available from www.henry-moore.org/grants/downloadable-resources).

Approvals: Please email proposed use of the Foundation logo for approval to Alison Parry, Marketing & Communications Manager (email: alison@henry-moore.org) or Emily Dodgson, Head of Marketing and Communications (email: emily.dodgson@henry-moore.org) at least three weeks in advance of your print or publishing deadline. Please allow 5 working days for approval.

For further information or assistance regarding use of our logo or promotion of your project on the Foundation's website, please contact Emily Dodgson, Head of Communications (emily.dodgson@henry-moore.org) or Alison Parry, Marketing & Communications Manager (email: alison@henry-moore.org).

**FAILURE TO ACKNOWLEDGE GRANTS WILL RESULT IN FUTURE APPLICATIONS
BEING REJECTED FOR A PERIOD OF 24 MONTHS.**

Appendix 2

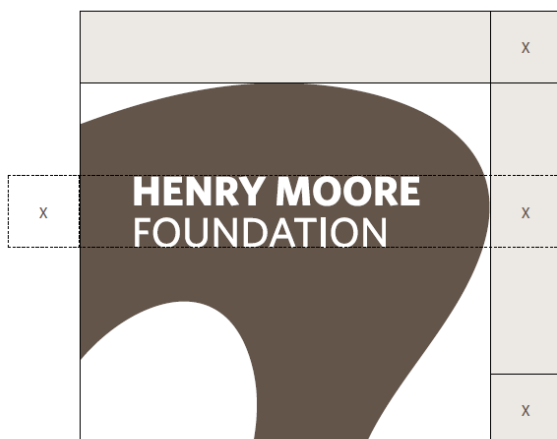
**HENRY MOORE
FOUNDATION**

Henry Moore Foundation Logo guidelines

1. Never attempt to reproduce or recreate the logo. Only use the digital artwork supplied.
2. Our white and mono logos may be at 3 levels of opacity. These are set to 25%, 80% and 100%. Please do not use the logo at other opacity levels. Never adjust the opacity of the type in the logo. This should always remain highly visible and must contrast with the colour of the masterbrand logo form. The colours must be chosen to ensure that the logotype is clearly legible against the background. Select the type in either black or white.
3. **The minimum size for our logo is 20mm wide.**

For consistency across applications, we recommend that you follow the following logo size guide.

- A1 168mm wide
 - A2 120mm wide
 - A3 86mm wide
 - A4 62mm wide
 - A5/DL 50mm wide
4. Please ensure that the logo has enough space around it to maximise its visual presence. It is vital that the logo is surrounded by an area of clear space and is not obscured or crowded by other elements. We recommend that the space surrounding the logo is equal to the height of the text contained within the logo. As illustrated below:



5. The brand logo will sometimes appear alongside other logos, as below. Ensure it has sufficient breathing space with other logos on the page. The relative size of the logo may vary according to its relationship with other logos on the page. Please remember that the minimum logo size is 20mm.



Linklaters



6. Do not

- Change the colours of the brand logo
- Crop the brand logo
- Use effects on the brand logo
- Alter the text in the brand logo
- Keyline the brand logo
- Use the brand logo at an angle
- Create your own brand logo
- Adjust the opacity levels of the type

