



THE QUEEN'S CLUB  
FOUNDATION

## Grant Terms and Conditions – Organisations

The organisation agrees to:

1. These Terms and Conditions form part of your offer letter.
2. The grant being paid in two tranches as determined by the Trustees and outlined in the offer letter.
3. All invoices paid by The QCF within one month of receipt.
4. Give written confirmation of receipt of grant to The QCF.
5. Spend the grant within the agreed timeline as outlined in the offer letter. The QCF Office must be informed if the grant funding is not spent and the reasons for this.
6. Provide evidence sessions are taking place, along with the dates and location that should be recorded by you. The QCF can request this information at any time.
7. Update The QCF Office if there are any changes to the project from those that were submitted on the original application.
8. Not fund the project with other grants or loans at the same time as The QCF grant, unless this is already agreed in writing with The QCF.
9. Ensure that all DBS checks, first aid training, necessary insurances and all other policies are up to date according to government guidelines.
10. All coaches or supervisors must have the necessary qualifications including, but not limited to; DBS check, safeguarding training, first aid and any other qualification as required by the sport's governing body or government.
11. Ensure that participants, parents or guardians (as appropriate) have provided written permission for their photograph to be taken by your organisation and used by external partners in marketing material, including printed material, social media, The QCF website and any other related marketing.
12. Allow The QCF Trustees / Ambassadors / staff or others related to The QCF to watch the sessions. Prior notice will be given where possible.
13. Update The QCF Office on your progress throughout the project. Submit the Midpoint Grant Review Form half way through the project and the Project Completion Grant Review Form within six weeks from the end of the grant.
14. Acknowledge support from The QCF where possible. The use of The QCF name or logo must be agreed in advance by The QCF Office.
15. Give back to The QCF with some of your time (if requested). This may include: -
  - Giving a talk on your experiences to a community group or others.
  - Attending a fundraising event for The QCF and giving a talk on your experiences and what The QCF funding has meant to you.
16. Ensure that everyone at your organisation represents The Foundation in an appropriate way. Please note that funding may be withdrawn at any time, if you or anyone associated with your organisation, does not conduct themselves in a correct and proper manner. This includes not doing anything that may bring The QCF, The Queen's Club or your organisation into disrepute.
17. Not make any public statement, whether verbally or in writing, that is defamatory or derogatory in relation to The QCF, its employees, volunteers, Trustees, or other partners. Nor should you or anyone in your organisation make any public statement that could constitute a personal attack on another organisation or player.



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18. Not abuse, neglect, harm or discriminate against anyone; or act in a way that may be interpreted as such.
19. In the event of a force majeure neither party shall be liable to the other party by reason of any failure or delay in performing its obligations outlined in these Terms and Conditions, which is due to any event (including acts of terrorism or pandemics) which is outside of the control of the party concerned, and where there is no practicable means available to the party to avoid the failure or delay.
20. The person responsible for the project must read The QCF Safeguarding Policy and complete and return the check form on the back page of the policy.  
<https://www.queensclubfoundation.co.uk/safeguarding/>
21. The person responsible for the project must submit your organisations Safeguarding Policy to The QCF Office.
22. Be aware and read The QCF Privacy Policy and note The QCF is PCI compliant. A copy of the policy is available on The QCF website: <https://www.queensclubfoundation.co.uk/privacy-policy/>

## Declaration and Consent to Terms and Conditions

I agree to the Terms and Conditions outlined in the grant offer letter.

Title:

First name:

Surname:

Role in organisation:

Signature:

Date:

## Return to The QCF Office

To accept your QCF grant, please return the following to The QCF Office: The Queen's Club Foundation, The Queen's Club, Palliser Road, London, W14 9EQ or via email: [info@queensclubfoundation.co.uk](mailto:info@queensclubfoundation.co.uk)

1. Signed declaration and consent, copy of the Terms and Conditions and offer letter.
2. Send a copy of your Safeguarding Policy.
3. Complete the back page of The QCF Safeguarding Policy and return.