

Community Choice Terms and Conditions for **Organisation Name**

Introduction

1. These are the standard terms and conditions for Community Choice awards by The Health Lottery Foundation. If we ask you to agree to further conditions, they will be in your written grant offer.

It is important that you read the terms and conditions carefully so that you understand your responsibilities. It is also important for you to share our terms and conditions with the people responsible for managing your organisation's finances and funded activities.

2. If you do not wish to agree to our terms and conditions (whether standard or additional) please tell us immediately and we will withdraw the grant offer.
3. In this document:
 - 'you' and 'your' means **the organisation we have offered a grant**.
 - 'we' and 'our' means The Health Lottery Foundation; and
 - 'written agreement' or 'in writing' includes email or other electronic/digital communications.

Grant Award

4. The Health Lottery Foundation has agreed to award a grant of **£1,000** to **[Organisation Name]** (the "Grant").
5. This grant is made subject to the terms and conditions set out in this document and any special conditions in the accompanying email. By signing this agreement, you confirm that you accept these terms and conditions and agree to use the grant for the purposes described in your application and grant offer.

Purpose of our grant

6. You must only use our grant for the purpose stated in our grant offer letter unless agreed in writing with The Health Lottery Foundation. You must tell us if:
 - you want to do something different with the grant.
 - you cannot use all or part of the grant (normally by the date stated in our written offer); or



- you receive funding from somewhere else which duplicates our grant.
 - In the event of your organisation being wound up, The Health Lottery Foundation will be informed immediately. In such cases, any unspent grant funds must be returned to The Health Lottery Foundation.
7. In any of the above cases but not limited to, you may have to repay some or all of our grant unless we approve a change in writing.

Legislation and liability

8. Your grant is awarded based on the information you supplied to The Health Lottery Foundation at the time of your nomination and during our assessment of that before the grant is offered. If any of this information is subsequently found to be misleading, inaccurate, or false, then the grant must be returned in full.
9. You undertake that any volunteers, persons employed or contracted to carry out work paid or otherwise linked to the grant will be suitably qualified or trained. This may include, but is not limited to, accreditation to or membership of relevant trade bodies or quality assurance schemes.
10. You undertake that where applicable all the necessary safeguarding policies are in place and all the necessary checks have been carried out and recorded.
11. You must fulfil your purpose and responsibilities as set out in your governing document and meet all your legal and regulatory obligations.
12. The Health Lottery Foundation will, under no circumstances, be liable for any damage, injury, or loss of any kind whatsoever to any property or persons occurring as a result of activities undertaken with this grant.

Monitoring and record keeping

13. You must keep accurate records on your spending. This includes staff and payroll record where appropriate. It also includes receipts or invoices for other costs or services purchased with our grant.
14. We may share information you give us with relevant organisations (e.g., the police, Charity Commission) if appropriate during any investigation.

Acknowledgements and publicity



15. The Health Lottery Foundation and The Health Lottery Players should be acknowledged in connection with the grant award, in line with our promotional pack, across publications, websites, social media, press activity, or other relevant outlets.
16. Telling others about the impact of the grants we make, and the valuable work that you do, is really important. We share stories, images, and updates with The Health Lottery and other stakeholders so they can see how grants are being used and the difference they make.
17. We may ask you to provide photographs that help illustrate your project and demonstrate its benefits. These materials may be used for publicity, promotional, and reporting purposes by The Health Lottery Foundation, The Health Lottery, and any appointed agents, contractors, or communications partners acting on their behalf, across online and offline channels.
18. By providing such materials, you confirm that you have obtained all necessary consents and permissions from those featured (or from parents/guardians where applicable), and that any information shared complies with applicable data protection legislation. This includes consent for the use, storage, and publication of images, video, and personal data, including where this relates to children or vulnerable individuals.
19. Where practicable, The Health Lottery Foundation will seek to work collaboratively with you on publicity activity relating to your grant. Unless otherwise agreed in writing, the provision of materials indicates your consent for their use for the purposes described above, without the need for further approval.

Payments

20. All payments will be made by BACS. If you have not already done so you must provide a scanned copy of a bank statement from the last three months or proof of your banking arrangements to The Health Lottery Foundation.
21. Once you have accepted the award and met any pre-payment conditions, as stated in your offer email, a notification will be emailed from our Grants Team to the email address that we hold for your organisation. Once you receive your remittance funds should normally be in your bank account within three working days.
22. The funds to award your grant are provided to The Health Lottery Foundation by players of The Health Lottery.