



**HIGHLAND
CULTURE
PROGRAMME**
**PRÒGRAM
CULTUR NA
GÀIDHEALTACHD**

**TERMS AND
CONDITIONS**

TEIRMEAN AGUS
CUMHAICHEAN

1 Validity

Iomchaidheachd

Your grant must be claimed according to the timescale detailed in the letter of award. If some of the grant remains unclaimed, or if the project or event remains substantially incomplete at the expected conclusion date, The Highland Council reserves the right to withdraw the offer.

2 Purpose of award

Adhbhar duaise

All awards must be used for the purpose for which they were allocated. If the project or event is materially different from that for which the grant was approved, the award will not be paid or will be re-claimed unless any changes have been agreed in advance and confirmed in writing.

3 Claims

Tagraidhean

The grant is awarded on the basis of "not in advance of need", which means that you may claim as expense is incurred. You will have to provide evidence that the grant, or part of it, is actually needed e.g. that an invoice or cost has been received or incurred and that the grant is required to pay that invoice. Claims should be submitted for a minimum of £100 unless exceptional circumstances apply and there is prior agreement with The Highland Council.

4 Payments

Pàighidhean

The Highland Council intends to make award payments by Bank Automated Clearing System (BACS) and to send you the BACS remittance advice by email. The following are the main benefits of BACS payment:

- Cleared funds are available on the day you receive payment.
- There is no possibility of cheques getting lost or delayed in the post.
- It saves the time and trouble of paying cheques into a bank account.
- Accounting procedures are simplified and administrative costs reduced.

Please complete and return a Project Bank Details (BACS) Form. Please contact us should you wish to discuss alternative arrangements.

A sum equivalent to 10% of the total grant will be retained until your completed Highland Culture Programme project/event report is received.

5 Monitoring

Sgrùdadh

5.1 Financial monitoring

You must keep sound and appropriate financial records, including original invoices and bank statements showing the various transactions relating to your project or event. A representative of The Highland Council team, or an auditor acting on behalf of The Highland Council or one of its funding partners, may wish to visit you as part of our monitoring process and you should be able to make all project records available. Please do not dispose of any records for at least three years from payment of the final grant installment.

You may also be asked to show how you made best use of the grant and in particular what steps you took to get the best prices for goods and services. Please note that for large capital projects, in particular, you may wish to follow a competitive tendering procedure. Should you have any queries about this please contact Fiona Hampton on 01463 702046.

**5.2 Highland Culture Programme project/
event report**

The Highland Council wishes to monitor the success of its activities. We require you to assist us in doing so by completing the Highland Culture Programme project/event report. Reports can be downloaded from the Highland Events and Festivals website.

6 Consents and Permissions

Aontaidhean agus Ceadan

Successful applicants will be responsible for obtaining all necessary consents, permissions or licences that are required for their event or project.

7 **Publicity** Sanasachd

Successful applicants will be required to acknowledge the support of The Highland Council by using The Highland Council logo on all relevant publicity material. Full details are given in the Publicity Guidelines. Should you have any queries relating to the use of publicity materials or the correct use of logos, please contact Fiona Hampton on 01463 702046.

8 **Gaelic** Gàidhlig

It is The Highland Council policy to promote the development of Gaelic language and culture. The project or event organiser should consider incorporating Gaelic into the planning of the event wherever possible and, as a minimum, must represent Gaelic on all publicity material as outlined within the Guidance for the promotion of Gaelic. For advice contact The Highland Council Gaelic Development Manager on 01463 724287. A copy of the Guidance for the promotion of Gaelic can be downloaded from the Highland Events and Festivals website.

9 **Social inclusion and equal opportunities** In-ghabhaltas sòisealta agus Co-ionannachd Chothroman

The Highland Council recommends that successful applicants operate policies on social inclusion and equal opportunities in line with The Highland Council policies. For further information contact Fiona Hampton on 01463 702046 or visit www.highland.gov.uk

10 **Child Protection Policy** Poileasaidh Dion Chloinne

The Highland Council will only provide funding for groups which have substantial access to children if they have adopted the Highland Child Protection Committee's (HCPC) Child Protection Policy. Grant aided organisations which hire out their facilities must also check that the relevant groups have an appropriate policy in place. For further information contact Fiona Hampton on 01463 702046 or visit www.highland.gov.uk

11 **Further Information** Tuilleadh

For further information on any of these terms and conditions contact Fiona Hampton on 01463 702046.