

1. By submitting an application to the British Science Association, the organisation named in the application (referred to as 'you' in these Terms and Conditions) agrees, if awarded a grant, to:

1.1 hold the grant on trust for the British Science Association (referred to as 'we' or 'us') and use it only for your event as described in your Expression of Interest and application or otherwise agreed with us, and only for expenditure incurred after the date of the grant award;

1.2 hold your event within between the 1 May 2023 and 31 October 2023. If for whatever reason you are not able to run your events/activities during this time, the grant money will have to be returned to the British Science Association. For these reasons, you will have contingency plans in case of illness or unforeseen circumstances;

1.3 maintain frequent communication with your British Science Association contact regarding any developments associated with your project and should notify them of the date(s)/time(s) of any events/activities associated with your project at least 30 days before they occur;

1.4 complete all of the required evaluation procedures as specified by the British Science Association including completing an organiser feedback survey (provided by the British Science Association) after your event has taken place, distributing a short feedback form (provided by the British Science Association) to your event participants and returning the completed forms to the British Science Association head office within 14 days following the event;

1.5 If for any reason the project is cancelled, you will reorganise the project for another date before 1 November 2023.

1.6 collect photo consent forms (templates to be provided by the British Science Association) from any participants who agree to be photographed/filmed as part of the event, and share them with the British Science Association;

1.7 act lawfully in carrying out your event, in accordance with best practice and guidance from your regulators, and follow any guidelines issued by us about the event or use of the grant;

1.8 correctly acknowledge the Wellcome Centre for Human Genetics (WHG) and the British Science Association, by including the WHG and British Science Association logos on any press releases or marketing material or other collateral you produce that is

associated with the project, either in print or online. Please contact the British Science Association if you have any questions.

1.9 hold the grant in a UK based bank or building society account which satisfies our requirements as set out in the proposal form;

1.10 immediately return any part of the grant that is not used for your event or constitutes unlawful state aid;

1.11 provide any required training for all staff and volunteers for the project

1.12 where your event involves working with children, young people or adults at risk, adopt and implement an appropriate written safeguarding policy, obtain written consent from legal carers or guardians and carry out background checks for all employees, volunteers, trustees or contractors as required by law;

1.13 comply with data protection laws and obtain the consent of your beneficiaries for us and you to receive and process their personal information.

1.14 keep accurate and comprehensive records about your event both during the event and for seven years afterwards and provide us on request with copies of those records and evidence of expenditure of the grant, such as original receipts and bank statements;

1.15 allow us reasonable access to your premises and systems to inspect event and grant records;

1.16 The British Science Association and WHG publicising and sharing information about you and your event including your name and images of event/activities. You hereby grant the British Science Association and WHG a royalty free licence to reproduce and publish any event information you give us. You will let us know when you provide the information if you don't have permission for us to use it in this way.

1.17 you, or someone from your organisation, will inform us immediately of any safeguarding incident or allegation involving a member of your organisation project staff, volunteers or agents which occurs within the project. You will inform us immediately in the event of an investigation against your organisation or a staff member or volunteer by the police or a regulatory body which relates to the grant funded project.

2. You acknowledge that we are entitled to suspend or terminate the grant and/or

require you to repay all or any of the grant in any of the following situations. You must let us know if any of these situations have occurred or are likely to occur:

2.1 You use the grant in any way other than as approved by us or fail to comply with any of these Terms and Conditions.

2.2 You fail to complete the feedback forms or your activity/event differs greatly to that outlined in your application.

2.3 You have match funding for the project withdrawn or receive duplicate funding for the same project costs as funded by the grant.

2.4 You provide us with false or misleading information either on application or after award of the grant. In relation to the grant funded project, you or your organisation act dishonestly or are under investigation by us, a regulatory body or the police, fail to inform us about a safeguarding incident or external investigation, or if we consider for any other reason that public funds are at risk or you do anything to bring the British Science Association or WHG into disrepute.

2.5 You enter into, or in our view are likely to enter into, administration, liquidation, receivership or dissolution.

3. You acknowledge that:

3.1 the grant is for your use only and we may require you to pay us a share of any proceeds from disposal of assets purchased or enhanced with the grant;

3.2 we will not increase the grant if you spend more than the agreed budget;

3.3 If the provided bank account details including account name, account number and sort code, are incorrect, your grant payment may be significantly delayed or your grant offer may be withdrawn;

3.4 the grant is not consideration for any taxable supply for VAT purposes;

3.5 we have no liability for any costs or consequences incurred by you or third parties that arise directly or indirectly from the project, nor from non-payment or withdrawal of the grant, save to the extent required by law;

3.6 the British Science Association will not be held responsible or liable for any consequences, whether direct or indirect to any loss or damage, personal or otherwise, injury or death however arising in grant-funded events and activities. Grant recipients are responsible for taking out any public liability or other insurance necessary to cover the activities.

3.7 these Terms and Conditions will continue to apply for one year after the grant is paid or until the project has been completed, whichever is later. Clauses 1.8, 1.10, 1.14, 1.15, 1.16, 3.5 and 3.6 shall survive expiry of these Terms and Conditions; and

3.8 if the application and grant award are made electronically, the agreement between us shall be deemed to be in writing and your online acceptance of these Terms and Conditions shall be deemed to be a signature of that agreement.