

Award Agreement

Terms & Conditions for schools and project teams

Thank you for agreeing to manage the award on behalf of your students. To help your school manage the award and its impact effectively, we have created these terms so you are clear on our expectations.

We ask schools to take responsibility for supporting their students with implementing their project plans and using the funds provided effectively. We have received these funds from The Queen's Commonwealth Trust and are obliged to ensure that they are well managed and reach the desired recipients. If you have any questions about the terms, please do contact us by emailing Noor Alansari (Head of Operations):

noor.alansari@future-foundations.co.uk

Definitions

- 'You' means the teacher (individual) or school (organisation) that we have given an award to, who is accepting the award and funds on behalf of your student project team.
- 'We', 'us' and 'our' means The Queen's Commonwealth Trust (QCT) and Future Foundations (FF) and our representative employees.
- The 'Project' means the project that we have agreed to give you (and your students) an Award for.
- The 'Award Agreement' includes:
 - these standard terms and conditions;
 - the Offer Letter;
 - the project plan and any supporting documents you share with us.

1. The Award

- 1.1. The amount of the Award is set out in the Offer Letter. We are unable to increase the amount of the award. The amount of the award may be different to the amount that you applied for.
- 1.2. To be eligible for the Award your project:
 - 1.2.1. must be an existing Global Goals Competition project in 2018/2019;
 - 1.2.2. must be based in a Commonwealth country;
 - 1.2.3. must be run by a team of students aged 14 and over.
- 1.3. The Award Agreement will come into force once you accept your Award online and this will follow with an email to obtain bank details and agree delivery of award.
- 1.4. You will manage the funds on behalf of your students and share with them the funding in instalments to the project team.
- 1.5. You are responsible for ensuring your students use the funding exclusively for the project.
- 1.6. You must tell us promptly about any changes to information you have given us, including a change in the teacher leading who has been given the Award, any changes to your bank or building society details and you must make sure that the information we hold is always true and up to date.
- 1.7. The Award must not be used to pay for any spending commitments you have made before the date of the Award Agreement.
- 1.8. Any unused part of the Award should be held on trust and if appropriate and in agreement with us returned to FF (and onwards to QCT).
- 1.9. You must tell us if you receive any other material funding (above £1000) for the project from any other source at any time during the project implementation.

- 1.10. If you enter into an agreement with any third party with a view to commercial exploitation of the project or anything related to it, you must contact us. Project funding is given on the pretext that the projects are entirely voluntary and non-commercial.

2. The project commitments:

- 2.1. Written permission must be received from FF for material changes to the project or to its aims, structure, delivery, outcomes, duration or ownership.
- 2.2. Let us know if you become aware that there is a development which threatens to materially curtail or delay the project.
- 2.3. Support your students to complete the budget sheet relating to the project and help them to manage the funding to maximise the impact.
- 2.4. Support your students to submit a project update and a final report by the deadlines agreed.
- 2.5. Help your students to consider any risks involved in the project delivery and manage those risks in line with your school's legislation and local law.
- 2.6. Notify FF within 24 hours if a safeguarding incident arises relating to any member of the team or teacher receiving an award.
- 2.7. Notify FF within 24 hours if there are any accidents or incidents whilst undertaking the project relating to any member of the team or teacher receiving the award.

3. Information, marketing and publicity

- 3.1. You can acknowledge the Award publicly as appropriate and as practical and should refer to it as a "QCT GSL Grant Award".
- 3.2. You must follow our branding and publicity guidelines for FF and QCT. Branding guidelines will be shared with you by the end of February 2020. You are permitted to use the QCT and GSL logos on information, marketing and publicity materials relating solely to the project we have agreed to fund, including printed and online materials. Logos must not be altered in any way, including colour or shape. We may ask you to remove any content that doesn't align to our guidelines. Should you need to use our logos, please email us to request a hi-resolution image and detail what you will be using them for via this email social.leaders@future-foundations.co.uk
- 3.3. We acknowledge that you will own all rights in any materials produced for or relating to the project and in the project proposal, including any intellectual property rights. You hereby grant us a non-exclusive licence to reproduce any materials relating to the project and the project proposal as we reasonably require for marketing and publicity purposes.
- 3.4. Before sharing any materials, you must ensure that all individuals featured in any materials have agreed that their image can be shared in this way (e.g. photograph, video footage). Both the student and their parent or guardian must sign a consent form to give permission. If you do not have this available at your school you can request the FF consent template form via the email social.leaders@future-foundations.co.uk

4. Additional conditions for schools

- 4.1. You must get our written agreement before:
 - 4.1.1. changing your project plan, or the admission of any new team members or change of team leader.

- 4.2. You must write to us as soon as possible if any legal claims are made or threatened against you and/or which would adversely affect the project during the period of the award (including any claims made against members of your governing body or staff concerning the school).
- 4.3. You must tell us in writing as soon as possible of any investigation concerning your organisation carried out by the Police, or any other regulatory body.

5. General conditions

- 5.1. If you break this agreement, we can choose to treat that as you breaking any other award agreements we have with you.
- 5.2. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the project, your organisation and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.
- 5.3. We are not obliged to provide, and nor should you assume that we will, any further funding for the project over and above the amount that is committed to in the award agreement.

6. Breach of these terms and conditions, and suspending or repaying the award

- 6.1. If you fail to meet any of these terms and conditions, we may, in our absolute discretion:
 - 6.1.1. stop any future payments; and or
 - 6.1.2. end this Award Agreement immediately.
- 6.2. We may recover the award in our absolute discretion, if any of the following events occurs:
 - 6.2.1. you close down your school;
 - 6.2.2. you use the award for anything other than the project;
 - 6.2.3. you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;
 - 6.2.4. you are declared bankrupt or become insolvent;
 - 6.2.5. you act illegally or negligently at any time, and we believe it has significantly affected the project, or is likely to harm your reputation, or the reputations of FF and QCT respectively;
 - 6.2.6. without first getting our approval in writing, you sell or in some other way transfer the Award, your business or the project to someone else;
 - 6.2.7. we deem it unlikely that the Award will fulfil the purpose for which we made it;
 - 6.2.8. if a safeguarding incident arises relating to any member of the team or teacher receiving an Award and it is not reported to FF within 24 hours of the incident being brought to the attention of the responsible teacher, or it is not managed appropriately.

7. Termination of the Award Agreement

- 7.1. These terms and conditions and the Award Agreement remain in force for whichever of these is the longest time:
 - for one academic year following the payment of the last instalment of the Award;
 - as long as any part of the Award remains unspent - please note, all funds have to be spent and accounted for by August 2020 otherwise you will be required to return the remainder of the funds to FF (and onwards to QCT);
 - as long as you do not breach any of the terms and conditions of the Award Agreement set here (this includes outstanding report on GSL award expenditure and final project report).