University of Aberdeen Local Community Fund 2021/22
Terms and Conditions

By accepting funding from the University of Aberdeen Local Community Fund, administered by The University of Aberdeen, (“the University”), successful applicants will be required to consent to the following terms and conditions:

1. Your University of Aberdeen Local Community Fund, (“the Fund”) must be spent by the organisation that submitted the application and in accordance with the information supplied in the application. If circumstances arise that mean the project is likely to experience a delay or deviate from the original application this, please contact us at communityfund@abdn.ac.uk straight away. The University reserves the right, in any such case, to withdraw or adjust the funding. Funds cannot usually be transferred from one organisation to another.

2. Your project may be funded from more than one source, however, you must not (for example) claim for the same item from two different funding sources - ‘double-counting’.

3. Your project cannot start before payment is received by your organisation. Any unspent money must be returned to the University within one month of your project ending. A breakdown of your spending must be provided in the final report, with copies of receipts where practical.

4. A Final Report template will be provided for you to submit to the University, by email or post, within one month of your project ending. If circumstances arise that mean the final report is likely to be delayed more than one month from the project end, please contact us at communityfund@abdn.ac.uk straight away.

5. We may, at our discretion, publicly refer to you/your organisation, as a recipient of the Fund, on any University website(s) and/or other communications channels. We will not mention specific project details without your consent, which you will not unreasonably withhold. The University shall be entitled to publicly disseminate all or part of your final report.

6. The University may contact you regarding coming to visit you or your project, both to get to know you and to create media to support our communications about your project and the Local Community Fund scheme more generally. We appreciate there may sometimes be good reasons why such visits are not possible but, otherwise, we would expect you to accommodate such visits.

7. All photographs associated with your project shared with the University should not identify individuals in such photographs, or share their likeness through photographs or video, without the prior written consent (and that of the parent or guardian of a vulnerable person) of the individuals. The University will not publish any photos without appropriate permissions being secured.

8. You must acknowledge the University’s support in published materials and in the accounts and annual report of your organisation. A template for acknowledging the University’s support will be provided.

9. Your project must be fully compliant with relevant laws, including General Data Protection Regulation (GDPR), health and safety, planning, and pollution laws, as applicable.

10. Your project will take all customary and appropriate steps to look after the safety and wellbeing of all the people involved, but especially of individuals who may be more vulnerable. Where appropriate and necessary, PVGs must be in place for individuals coming into contact with vulnerable groups (for example, where volunteers are working alone with vulnerable individuals). PVG accreditation should be supported by practical plans and policies for ensuring the safety and wellbeing of vulnerable and other people.

11. Your project should not damage the natural and built environment and heritage, where applicable.

12. Unless you own the site/land where your project takes place, you must have permission from the owner to undertake your project there.

13. We will retain details of your project (both application forms, end-of-grant report and media) for five years.