[ADDRESS OF RECIPIENT]

[DATE]

Glasgow Riverside Innovation District (GRID)
Civic Grant Fund Award/Grant Letter

The University Court of the University of Glasgow ("University of Glasgow") has created the Glasgow Riverside Innovation District (GRID) Civic Fund, which provides funding to support local organisations with projects that improve delivery of their social objectives within the GRID. We have the pleasure to inform you of your successful application for this funding.

You have been awarded up to [INSERT AMOUNT] towards the cost of your project outlined in Annex 1 ("Your Project"). Your Project will last a maximum of [INSERT NUMBER] months commencing on or after [INSERT DATE] and must be completed by [INSERT DATE]. The funding offered is set out in Annex 2.

Please also note the following:

1. Funding

1.1 The funding outlined in Annex 2 will be paid into the bank account you give us details for.

1.2 You must only spend the funding on Your Project. You must keep records of what you have spent the funding on (for example, copies of receipts) and make those records available to University of Glasgow on request.

1.3 You will comply with all applicable laws in carrying out Your Project.

2. **Reports and Meetings**

2.1 You will be expected to attend 3 meetings with representatives of the University of Glasgow throughout the project duration:

- at the start, for an introductory meeting and information session;
- at close, to gather feedback on the processes and expectations of the GRID Civic Fund and to assess the success of Your Project. You will be expected to provide a final report of Your Project in the form of photographs/and or videos or written report (the format will be agreed with you at the first meeting).

Additionally, a midpoint check-in will be conducted to assess the current status of your project and ensure that it is progressing as planned and is on track for completion.

3. Acknowledgments and Publications

3.1 You must obtain our prior written approval for any publicity about Your Project. Any requests should be sent at least seven (7) days in advance of any publicity to [INSERT EMAIL ADDRESS].

3.2 We may make limited information relating to Your Project public for the purposes of reporting and marketing the GRID Civic Fund.

4. Amendment

Any changes which need to be made to this agreement will be made in writing, signed, by both parties.

5. Withdrawal and Termination

5.1 The University of Glasgow may terminate this Agreement if you do not comply with its terms, including if we believe you are not spending the funding on Your Project.

5.2 The University of Glasgow reserves the right to suspend or terminate the Grant at any time and for any reason. So far as reasonably practicable, the University of Glasgow shall endeavour to give at least 30 days prior notice but shall be entitled to terminate without notice.

5.3 In the event of termination, the University of Glasgow we may demand repayment of any funding which you have not spent on Your Project.

To confirm your acceptance of the grant on the above terms, please sign below.

Signed for and on behalf of The University Court of the University of Glasgow

Signature:

Name/position:

Date:

Signed for and on behalf of [GRANTHOLDER]

Signature:

Name/position:

Date:

ANNEX 1 – YOUR PROJECT DESCRIPTION

[INSERT]

ANNEX 2 – AWARD