

# THE BAXI HEATING CHARITABLE TRUST

## Terms and Conditions for Applicants

To receive support from the Baxi Heating Charitable Trust you must agree to these terms and conditions. Please sign below and submit a copy with your application.

- a) All support given to help your particular cause must be used as described and agreed with us and no material changes to the project will be made without our written agreement.
- b) All information provided in your application must be complete and accurate. We reserve the right to withhold a grant or require repayment if we find that you have provided deliberately false or misleading information.
- c) By accepting our grant you are confirming that it will not be used to fund the employment of an external fundraising agent nor will it be used to fund commission payments where a third party has been used to raise funds on your behalf.
- d) You must provide accurate information relating to the potential beneficiaries of our support.
- e) You agree to co-operate with our Head of PR by following our PR toolkit that will provide you with guidelines on how to publicise our support.
- f) You will acknowledge receipt of the grant and will provide evidence that the money has or will be spent for the purpose approved by us.
- g) You agree to keep a financial record of the spending of the grant and retain a copy of any appropriate invoices and receipts, submitting these to us on request.
- h) We reserve the right to visit the work or see the equipment funded by the grant.
- i) Any part of the grant not used for the purpose approved or not spent within any agreed timescale will be refunded to us.
- j) You agree to indemnify us against any claim made against us in connection with the grant we have provided to you.
- k) You agree that we may publicise the grant and use any of your materials in doing so.

I agree to the above terms.

Signed:

Date:

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Position (Senior manager or trustee):

For and on behalf of:

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