Grant Terms & Conditions

1. Use of Grant

a. The copy of the Grant Offer Letter must be returned to us (ICNA Relief USA) immediately, having been signed by an authorized person of your educational institution. By signing it you confirm that to the best of your knowledge the information given in your Grant Application is accurate and agree that your educational institution will adhere to these terms and conditions.

b. The grant may be used only for the purposes outlined in your Grant Application as approved by us. If the grant is restricted to certain items, we will make this clear in a Grant Offer Letter. If you are unable to use the grant for the specific purpose for which it was intended, you will be required to repay the grant in full.

c. You agree and accept that you will not apply for duplicate funding in respect of any part of the project or any related administration costs that we are funding.

d. We acknowledge that projects sometimes change as they develop. If any significant changes need to be made to the project’s scope or scale, before or during implementation, or if the project’s timetable is delayed, you must discuss this with us in advance, and obtain written approval for any variations. Where changes are made without our agreement, we will reclaim any funds that have not been used for the intended purpose.

e. The project must start within twelve months of the date of the Grant Offer Letter (unless otherwise agreed by us in writing). You must contact us immediately if the project is delayed for any reason.

f. The grant must be spent on the agreed project within the time specified in the Grant Offer Letter (unless otherwise agreed by us in writing). On completion of a project, any unspent portion of the grant must be returned to us immediately. If, once you have received the money, you envision the timescales of your project changing, you must contact us immediately to explain the situation and request written approval for any extension of the term of your grant.

g. You may be offered a grant which will only be paid when specific conditions have been met. Such grants must be claimed in writing with evidence that you have met the conditions. We reserve the right to withhold payment of any grant if we are not satisfied that your educational institution is in a position to spend the money or if you have not met the conditions satisfactorily.

h. Unless specified by us in writing, the grant may not be allocated towards professional fees (e.g. continuing education, certificate degree fees, ect.).

i. The amount of the grant will not be increased in the event of any overspend by you in your delivery of the project.

j. Our liability in relation to the project is limited to payment of the grant.

2. Reporting

a. Progress reports must be provided. Evidence of project delivery is a requirement of the grant. Progress reports are required at six-monthly intervals from the date that we inform you of your grant through a Grant Offer Letter, until completion of the project. We also require confirmation of the expenditure funded by the grant. If you do not provide progress reports as required, we reserve the right to reclaim the grant.

3. Visits and documentation

a. Proper accounts must be kept, both for your educational institution and for the project supported by our grant. These must be available for inspection at any reasonable time. Your educational institution audited or independently examined annual accounts for the year in which you received the grant must be sent to us by the date specified by you in the Grant Application.

b. You must keep grant paperwork for a minimum of three years from the end of the financial year in which the grant was made.

4. Communications/Transparency

a. An acknowledgement of the source of your grant must appear in your annual report and accounts and in publicity or literature concerning the project we have funded, unless otherwise agreed.

b. You will consult us in advance in relation to any other public acknowledgement of our support for the project, for which prior approval will be required.

c. Unless otherwise agreed, you will use the ICNA Relief USA logo in accordance with our guidelines.

d. In the event of any significant or otherwise notable research or other published work is funded by the grant, you will agree to make the results of the research freely available to the public within a reasonable period, unless otherwise agreed with us. You must acknowledge ICNA Relief USA in any findings you publish. You agree to submit any publications to us for our written approval in advance of publication. ICNA Relief USA will have the right to use the results of such research or published work as it sees fit in whatever form such research or published work appears.

5. Intellectual Property and Confidentiality

a. You may not transfer or assign any part of the grant or any rights relating to it to another educational institution or individual, unless you have entered into an agreement which has been authorized by us in writing permitting you to work with another educational institution in the project.

b. You must ensure you have appropriate security measures in place to protect the personal data you hold. This is the ‘integrity and confidentiality’ principle of the General Data Protection Regulation (GDPR), also known as the security principle.

6. Suspension or Termination of Grant/Repayment of Grant

If your educational institution does not meet the requirements set out in this document, ICNA Relief USA reserves the right to require repayment of the grant at any time:

a. We will require repayment of the grant if you become insolvent or go into administration, receivership or liquidation; cease to be a registered charity or hold charitable status; become legally ineligible to hold the grant; if the project for which the grant was awarded has not been completed; or if funds have not been fully spent.

b. We may suspend payment of all or part of the grant if we wish to investigate any matters concerning the grant. We accept no liability for any consequences, whether direct or indirect, of a suspension, even if the investigation finds no cause for concern.

c. If your educational institution does not meet the requirements set out in this document, ICNA Relief USA reserves the right to require repayment at any time. For example, if

you act in a way in which in our reasonable opinion has the potential to damage materially our brand, reputation or goodwill;

you fail to inform us of any issues you are aware of throughout the duration of the project which could damage our reputation. This includes data breaches or safeguarding incidents;

you or any other person or educational institution acting for you gave us any significantly misleading or inaccurate information, whether deliberately or accidentally, during the application process, or during the project

you or members of your governing body, employees or volunteers become subject to an investigation or formal inquiry by the Police, Charity Commission, IRS or other regulatory body.

7. General

a. You confirm that the information provided on the EMPOWER Grant Application is true and accurate

b. ICNA Relief USA accepts no liability for any consequences, whether direct or indirect, that may arise from the running of your project, the use of the grant, or from suspension or termination of the grant. If you pay any or part of the grant to a third party, you have sole control over their selection, and you are responsible for ensuring that they use the grant in compliance with these terms and conditions.