

# Supporting Research in NETs

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## TERMS AND CONDITIONS FOR GRANT HOLDERS:

The following Terms and Conditions apply to all grants made by the NET Patient Foundation (NPF), and they must be agreed to by the recipient organisation for a payment to be made. Please read through this document carefully and retain for your records.

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## GRANTS AND REPORTING:

- The grant will be expended on the purpose outlined in the grant notification email.
- The grant will not be used for work within or for the benefit of our exclusion areas, outside of the UK.
- If a multi-year grant has been awarded, any payments subsequent to year one are subject to satisfactory reporting as scheduled in the grant notification email. In the unlikely event the NPF is
- unable to meet this commitment, it reserves the right to withdraw the offer of funding and cancel future grant payments.
- If Trustees conclude that the grant has not been expended as intended, or judge that the funds are not being used effectively, the NPF may require repayment of part or all of the sum already paid.
- If you anticipate that any substantial changes to the purpose, activities, timescale or expenditure of the grant are likely to be necessary, please contact us in advance to seek the NPF's agreement. This is particularly important if the change relates to any post funded with this grant.
- You will inform us of serious incidents, including but not limited to safeguarding or fraud (whether relevant to the funded project or not), plans for changes to the governance of the charity, planned mergers or changes of key personnel such as the Chair of Trustees or CEO.
- The NPF may require repayment of any part of the grant that has not been spent.
- Without prejudice to any other rights that NPF has under the Conditions of Grant or otherwise, NPF reserves the right to suspend or terminate a Grant at any time and for any reason. So far as reasonably practicable, NPF shall endeavour to give at least 30 days prior notice, but shall be entitled to terminate without notice.
- Reports will be submitted to the NPF CEO as per the schedule outlined in the grant notification email. Further information below.

## 12 MONTH / END OF GRANT REPORT:

By accepting the NPF's grant, you agree to provide us with an end of year grant report which should be submitted at the end of your project. If you are in receipt of a multi-year grant, please provide an update report every 12 months until the end of your grant period. Not providing a report may affect future applications you make to us. Please do not include another request for funding in your update report – if you wish to apply again then this must be a separate request and at least a year after we have received your final report on a previous grant.

Last updated: December 2018

## **FORMAT**

We do not have a specific grant report form as we wish to offer you flexibility to tell us what you think is most important for us to know. Please be mindful that these reports need to be in simple language. Please send us a Word/Pages document or PDF no longer than four sides of A4 to the CEO, [catherine@netpatientfoundation.org](mailto:catherine@netpatientfoundation.org)

## **ACKNOWLEDGEMENT:**

- Acknowledgment of funding by the NPF is essential in presentations and publications.
- It is not a requirement to use the Trust's logo on any publication or media you produce. However, if you would like to, you can request the logo and guidelines via [hello@netpatientfoundation.org](mailto:hello@netpatientfoundation.org).
- Correct use of the logo is essential and a guide will be provided to you upon a successful application.

## **PUBLICITY AND DATA PROTECTION:**

- The NPF may publish basic details of grants (such as the award amount, date and purpose) on our website. The recipient must ensure that a clear summary of the project is available.
- The NPF uses the information you give us during the application process and during the lifetime of the grant for administration, analysis and research purposes as per our Privacy Policy.

## **ADDITIONAL REQUIREMENTS:**

- If there are any other specific conditions to the grant, they are outlined in the grant notification email.
- Any grant application has to show clear benefit to the NET/NEC patient population.