**Arts for Health & Wellbeing FUND**

Official

**Terms & conditions**

1. Funding must be spent for the purpose it was awarded, as described in the offer letter.

**Timeline**

1. The Arts & Culture Service must be kept up to date with information about the progress of your activity, and if the completion date or proposed outcome of the activity is likely to change in any way.
2. 80% of the funding will be paid in advance and the remaining 20% will be paid upon completion of the evaluation survey, which must include the final accounts for the project. If the final payment is not able to be paid within one year of the date of the funding being given, it will be forfeited.
3. All funded activity must be completed by 5th April 2024, and evaluation must be handed in by 1st May 2024. Please contact Wandsworth Council’s Arts & Culture Serviceif you foresee that your activity will not be completed within the time window.

**Funding restrictions**

1. The Council is unable to fund:

* Projects which are for private gain, or knowingly result in a profit being made
* Capital material costs, including framing and mounting costs
* Events and activities that are primarily fundraising activities
* Activities which promote a particular political or religious view, or any project which entices racial, religious or sexual hatred or extremism
* Loan repayments
* VAT
* Budget deficits
* Endowments
* Activities which do not benefit the residents of Wandsworth
* Activities which have already taken place
* Duplication of existing events of projects in the borough
* Projects which do not have a strong artistic component
* If the project involves a school, we require demonstrated contributions from the school

1. Applicants who have failed to complete their evaluation report for the Wandsworth Grant Fund (including WAF grants) in the past 3 years are not eligible to apply.
2. Failure to return the Project Report or complete the online evaluation within 6 weeks of the project completion date may mean that you are ineligible for future funding from any of the Council’s Arts & Culture funding schemes.

**Required permissions and invitations:**

1. You must have appropriate permits / permission in place to conduct your activity.
2. You must provide copies of adequate Public Liability Insurance before the first instalment is made.
3. You will comply with any statutory requirements relating to working with children and vulnerable adults. You will be required to carry out the necessary DBS checks before appointing staff to work with children under the age of 18 years and vulnerable adults, and communicate those DBS certificate numbers to the Council.
4. You must notify Wandsworth Council’s Arts & Culture Serviceof the dates that your activity will be taking place.
5. Should your activity include any public event, you shall invite the Arts & Culture Service and all 3 ward Councillors at least three weeks in advance.

**Acknowledging Wandsworth Council funding in your publicity, promotion and PR:**

1. To the best of your ability, you are required to acknowledge the support of the Council within any written information about the project, including (but without limitation) press articles and event programmes. When acknowledging Wandsworth Council, the logo must be included and employed in compliance with the guidelines.
2. Misuse of the Council’s logo and / or failure to adhere to the guidelines may result in the Council preventing the public distribution of the offending publicity material.
3. A copy of each item of publicity material must be sent to the Wandsworth Arts & Culture Service for sign off.
4. You are also required to credit Council support in any public speaking, whether live or broadcast, where the activity is mentioned.
5. By receiving funding, you agree to allow the Council to make use of your activity details for internal and external promotion, including through our websites. If the Council wishes to use details about your activity as part of its own promotion schemes, the Arts & Culture Service will endeavour to inform you beforehand.

**When a grant may be repaid:**

1. The Council reserves the right to require that the funding is repaid either in part or whole where (including but without limitation):

* you cease to operate, are declared bankrupt, or are placed into liquidation or receivership;
* you completed the application form fraudulently or negligently;
* you fail to use the funding for the purpose for which it was obtained, or fail to complete the activity within the agreed timeline;
* you fail to comply with the conditions of the funding at any time during the period of the funding;
* you fail to credit Wandsworth Council in your public communications about the funded activity, be them flyers, radio interviews, press coverage or practice sharing.