

Standard conditions of grant

Heathrow community and environment small grants awards 2012

Heathrow Airport in partnership with Groundwork Thames Valley

Terms and conditions (Read carefully)

1. The funding is to be utilised in accordance with the details on the application form submitted to Groundwork Thames Valley. If there are any changes to the project Groundwork should be notified prior to work commencing.
2. The total cost of the project must not exceed £5,000 of which Heathrow Airport must be the majority funder. Groundwork must be notified if the project exceeds £5,000.
3. Groups should complete their projects within one year from the date of acceptance, and should contact Groundwork if any delays occur.
4. Funding cannot be used to pay salaries or staff costs. The award can be used to fund specialist labour that cannot be undertaken by an unskilled volunteer by express permission of the judging committee.
5. At the end of the project a full report, inclusive of proof of expenditure, at least four 'before' and 'after' photographs and either press cuttings or a copy of the Press Release, should be submitted to Groundwork (the report should acknowledge Groundwork and Heathrow Airport – see point 8 below).
6. The first half of the award will be paid by Groundwork Thames Valley after you have been notified of the project's acceptance. The second half of the award will be paid by Groundwork on receipt of the final report from the organisation (see above) after the completion of the project.
7. Publicity is an essential condition of the award. Groups must use every opportunity to publicise the project in the local media e.g. inviting press to any community events, for example planting days, vegetation clearance, painting etc. Please let Groundwork know in advance of any events or press calls.
8. Groups will acknowledge Heathrow Airport, the BAA Communities Trust and Groundwork in all publicity surrounding the project. Logos can be provided for those producing/using newsletters and websites, call 01895 832662 for a copy to be sent on disc or please email community@groundwork.org.uk for copies via email.
9. A member of staff from Groundwork or Heathrow Airport may wish to visit the project. Prior notice will be given.
10. Every effort should be made to involve your local community in the development and delivery of the project. The project should also consider environmental impact at all times and attempt to reduce impacts wherever possible. For example: use sustainable/recycled materials; buy locally; encourage green transportation and get rid of as much waste as possible through recycling, composting and re-using.

Certain groups will be set specific terms and conditions relevant to their project. This is where the applicant has not provided sufficient information on how the project will meet the award criteria.

Working in partnership

