

Scottish Museums Council

General conditions of grant awards

2008 - 2009

SCOTTISH
MUSEUMS
COUNCIL



What conditions must I meet?

- You must use the grant for the purposes set out in your application form which we have approved.
- You must not make any changes to the project without our written permission.
- You must carry out the project according to these conditions of grant and any other documents we send you to guide the project, including any special conditions detailed in your offer letter.
- Unless we agree otherwise, you must advertise (outside your organisation) all new jobs and tender any goods, services and works paid for by the grant for amounts over £5,000.
- By 31 August 2008, you must provide us with evidence that the project has commenced. This can be in the form of a copy order, contract with consultant or recruitment advert (**for Main Grants only**).
- You should contact SMC's External Relations Team prior to issuing any press release.
- You must acknowledge the financial support from SMC in any job advertisement, report, publicity or permanent record associated with the scheme by using our logo and wording as follows: *This project has been supported by the Scottish Museums Council.*
- You must give us any progress reports and financial or other information and records we ask for relating to the grant or the project by the agreed date.
- You must provide a report which should be no more than 4 pages of 12-point type written in clear and concise language. If possible the report should be submitted in **electronic format**. (You may not need to meet this condition if a small grant funds your project. Your offer of grant letter will show whether this is a condition for your small grant.)

The report should include:

- what you did
- who was involved
- outcomes and benefits of the project, including where applicable, the impact on visitors
- what did users think of the project
- what difference has the project made
- what others could learn from it
- what you would do differently next time
- how the applicants/partners intend to build on the project, with reference to any evaluation procedures used

A more detailed project **report template** is available to download from the grant pages on our website.

- If requested, you must provide photos, transparencies and digital images. You should ensure that you have permission for us to use the photos, transparencies and images you provide.
- You must comply with the law of Scotland
- You must be able to make your account books and records readily available on request to SMC, the First Minister or Audit Scotland.
- The part of the project for which you need the grant must be completed by the agreed date shown in your *offer of grant* letter. All grants must be claimed by 16 March. We may withhold part of grant if all the conditions have not been met.
- **Child protection**
If your application is to involve work with children or young people, you must ensure that you comply with the Protection of Children (Scotland) Act 2003, which came into force on 10 January 2005. You should also ensure that any staff (employed by the museum, or by project partners, or voluntary workers) working on the project are aware of the museum's child protection guidelines.
- **Evaluation** You may receive a questionnaire or similar follow-up from SMC about your project. This is for our evaluation purposes, and it is a condition of a grant that you must provide the information we request.
- **Membership** – You must remain in full membership of SMC for five years from the date of payment of the grant, otherwise we may reclaim some or the entire grant.
- **Continued use and disposal** – You must continue to use equipment funded by a grant for its original or similar purpose for three years. You must consult SMC in advance if you wish to dispose of equipment or take it out of use within this period.