

The Big Bike Revival

Participating Organisation Terms & Conditions

Acceptance of these terms and conditions is required in order for CYCLING UK to pay you a Big Bike Revival (BBR) grant.

These Terms and Conditions together with any letter or email which CYCLING UK may send to you regarding the awarding of a grant shall together constitute a contract between you and CYCLING UK (the "Contract"). This is a legal document and if you do not meet these terms and conditions fully, you may be breaking the contract between you and us.

The Contract is between:

CYCLING UK registered charity number SC042541, company number 5125969, whose registered office is at Parklands, Railton Road, Guildford, Surrey, GU2 9JX. ("CYCLING UK")

And

[insert name and address of organisation] (the "Organisation")

Contract Commencement date: April 2017

Contract Finish date: 11th June 2017

Please read the terms and conditions and sign them. Send them electronically or by post along with a completed and signed grant claim form to Shona Morris at shona.morris@CyclingUK.org.

If you do not have access to a scanner, we accept photographs of the completed and signed forms.

TERMS AND CONDITIONS

- The Organisation can only receive one payment from CYCLING UK unless specific arrangements have been agreed to deliver BBR events in multiple towns / cities.
- The Organisation is responsible to ensure that the event detail loaded onto the BBR website www.thebigbikerevival.org.uk is up-to-date, accurate and aligned with the delivery plans stated in your application.
- A BBR grant is a restricted fund and must be used for the purpose it was given to deliver the events and activities detailed in your application.
- A BBR grant is for your Organisation and must not be gifted or transferred to any third party organisation.
- CYCLING UK reserves the right to reclaim the grant if it has not been spent in accordance with these Terms and Conditions.
- Please keep records of payments made and copies of any receipts to show how your grant has been spent. Records may be required for financial audit purposes and should be retained for a period of 7 years.
- Any unspent grant must be returned to CYCLING UK within 30 days following 11th June 2017.

- Grants can only be awarded to organisations that have an appropriate level of liability insurance cover to run the activities outlined in your application. CYCLING UK can help arrange appropriate insurance for cycling projects and activities.
- CYCLING UK may ask to see a copy of relevant policies and procedures such as liability insurance, child protection policy and risk assessments.
- Your organisation must comply with the project evaluation process which may include taking part in 3 working sessions over a period of 3 months.
- All promotional and publicity material for your activity must recognise CYCLING UK through words and branding. Only the supplied BBR branded imagery can be used electronically, in printed publications or on promotional materials. Usage of supplied materials must conform to the supplied branding guidelines.
- By accepting this grant you understand and accept that CYCLING UK may wish to use details of your project, outcomes and quotes in future promotional or publicity material.
- By signing this agreement, you acknowledge the following terms and conditions will be upheld with regard to intellectual property, confidentiality, data protection, equality and discrimination:

Both parties shall not unlawfully discriminate on the grounds of gender, race, disability, age, sexual orientation or religion and belief when engaged in any of the activities detailed under this agreement

Both parties shall abide by the Data Protection Act in respect of all personal data collected and shared under this agreement. Both parties shall be Data Owners and have access to the data in perpetuity

Each party will keep confidential all information obtained from each other party, in any form, that is confidential in nature, or expressed to be confidential and will not disclose that information to any third party

Both parties will retain all respective Intellectual Property rights, title, ownership and interest in the patents, trademarks, service marks, design rights (whether registered or otherwise), copyright materials, trade or business names and other intellectual property rights vested in it at any time, whether present, contingent or future.

- If you break any of these conditions, one or more of the following may apply.
 - You may have to pay back all or part of the grant
 - We may end this agreement immediately

We will decide what to do and the amount you will have to pay back (if any). When we are deciding, we may think about whether, in our opinion, the conditions were broken because of factors outside your control.

The CYCLING UK Grant Claim form must be signed by a person authorized to sign for the organisation. Payment will only be made on receipt of a fully completed and signed form.

I accept these terms and conditions.

Name: _____ Date: _____

Organisation: _____

Role in Organisation: _____