



PIONEER MISSION FUND

GENERAL CONDITIONS OF AWARD

1. Grants must be used for the purpose stated in the letter of award. Any significant change in local circumstances affecting the aim of the work and the use of the grant following the submission of the original proposal and any agreed amendments to the original proposal thereafter should be discussed in advance with the staff of the Church of Scotland Pioneer Mission Fund. Staff can be contacted via email at: grants@churchofscotland.org.uk
2. Organisations are not eligible to apply for a further grant while in receipt of one
3. Grant monies must be spent within 2 years of payment or within the stated duration of the grant, whichever is the shorter
4. Recipients must acknowledge the support of the Church of Scotland **Pioneer Mission Fund** in annual reports and project leaflets/distributed information. The **Pioneer Mission Fund** logo will be provided for this use.
5. Relevant receipts should be available to the Church of Scotland **Pioneer Mission Fund** to view on request
6. The grant should be listed as a Restricted fund in the annual accounts
7. Reports must be provided to the staff of the Fund on progress of the work and to account for the use of the grant. Reporting forms will be sent out in late April and late October each year (the first one at least six months after the payment of your grant) which must be returned within one month. There will also be a final report required within one month of the end of the agreed grant period. A copy of your annual accounts which have been independently examined or audited in accordance with current Scottish charity regulations will also be required at this time.
8. **The Church of Scotland Pioneer Mission Fund** reserves the right to use news and information about your project on the website and in promotional materials about the fund
9. Any equipment purchased with a grant should be satisfactorily maintained and insured
10. If the work comes to an end you must inform the staff of the Fund and the unused balance of any grant must be returned to the Fund, and you must consult with the staff of the Fund about the future use of equipment purchased with a grant from the Fund.
11. You must keep us informed by email of **any changes in the main contacts**, or their details
12. You must keep us informed by email of any changes in the staff that we fund
13. Further conditions in relation to specific projects may be set by the Church of Scotland **Pioneer Mission Fund**
14. Failure to comply with these conditions of award may result in any agreed funding being withheld, or in the Fund being entitled to recover from the organisation any grant already awarded

Safeguarding

15. Organisations must demonstrate that all legal obligations have been complied with and that appropriate policies and procedures are in place for the protection of children and vulnerable adults
16. Relevant records should be available to the **Church of Scotland Pioneer Mission Fund** to view on request

Employment

17. All posts supported with a grant from the Fund must have suitable job descriptions, person specifications and appropriate terms and conditions of employment
18. Recruitment for new posts supported with grants from the Fund must be carried out by public advertisement where appropriate
19. Organisations must demonstrate that suitable personnel policies and procedures are in place for staff, volunteers, and beneficiaries
20. Grants will be paid on receipt of a copy of the above documents (and, if the post is new, a copy of a public advertisement where appropriate) and a letter confirming the name and starting date of the successful candidate.