

**Volunteering Matters Action Earth
Terms and Conditions**

In accepting a Volunteering Matters Action Earth grant, you are confirming that you accept the Terms and Conditions below. In some cases, we may require you to comply with additional conditions requested as a result of your application.

1. Should you decide not to proceed with the project at any stage after the award of a Volunteering Matters Action Earth Grant you must inform us immediately. We have a limited number of grants and can reallocate funds to another worthwhile project.
2. The principal contact will be responsible for all correspondence with Volunteering Matters Action Earth and should take financial responsibility for the project. Secondary contacts on your application must be aware of their inclusion and that we may contact them.
3. The project site must be open and accessible to the general public. Exceptions may be made where a community site has limited access such as a Care Home or Hospital.
4. We cannot fund any projects on school grounds. Where a school project is planned, it should be off the school site. Generally where a project involves school or college students, they need to be volunteering for the project outwith school or college teaching hours and in their own time.
5. You must inform us if there is a delay in starting or completing the project and if possible give us revised dates. Failure to do so may result in us being unable to process your claim for payment and possible withdrawal of funding.
6. Feedback and receipts should be submitted within four weeks of completion of your project. Failure to supply / inform us of delay may result in the withdrawal of the grant offer. We cannot fund salaries, sessional workers or trainers, fuel costs, lawnmowers or purchases of compost that is not peat-free.
7. Any images sent to us may be used for reporting and publicity purposes, including publication on our website. It is your responsibility to inform volunteers and seek their permission if any images including them are to be submitted to us.