

Contract for FEAST

I am pleased to confirm FEAST's offer of a grant of £1000 towards the cost of **Saltash Songs and Shanties Festival** based on FEAST's terms and conditions as detailed in this letter.

Project Reference Number: [REDACTED]

(Please use the Project Number on all invoices and communication about this project)

This agreement is between Creative Kernow Ltd on behalf of the FEAST programme and [REDACTED] as the grant recipient.

1. Project Details

Project title: **Saltash Songs and Shanties Festival**

Project must start within a calendar year of receiving this grant, and must conclude by 29th February 2024. In exceptional circumstances changes to this timescale may be negotiated and agreed with FEAST.

2. Terms and conditions

Your FEAST grant is subject to the following terms and conditions. Failure to comply with these terms and conditions may result in the partial or full amount of the grant being repayable to FEAST.

- The grant may only be used for the project detailed in point 1 and in accordance with any submission or application which you may have made to the FEAST programme.
- Any unused part of the grant will be repayable immediately on demand.
- It is a condition of the funding offer that appropriate credit is given to FEAST on all publicity materials. We also ask you to display the logos of FEAST's funders - Cornwall Council and Arts Council England. Please see enclosed FEAST publicity guidelines.
- The FEAST project manager must sign off all publicity materials prior to publication *with no exception*.
- You agree to provide FEAST with publicity materials if requested.
- You agree to evaluate your project within 4 weeks of it finishing, and take part in FEAST's evaluation process if requested.
- You will get FEAST's written agreement before making any change to the project.
- You will consent to any publicity about the grant and the project as FEAST may require.
- You are legally responsible for your project. You agree that you will secure all necessary licences, copyright permissions, CRB checks as required by your project. You will send copies of these to FEAST if requested.
- You must provide at least one image and a short project description for our website before we will release the first payment. Please note that in line with new GDPR legislation, any images you send FEAST must have the written permission of any individual(s) who are featured.
- You must provide appropriate contact details for our website. Please refer to our publicity guidelines.
- You must inform us of the dates of your event

- You keep us updated at least quarterly on progress towards meeting any conditions attached to this contract.

3. Copyright

Copyright for all work produced during and in connection with the project shall remain with the practitioner.

In order to forward the aims of FEAST, Creative Kernow retains the rights to use any material in any medium including text, sound or images produced by the practitioner in connection with this project until 5 years from the date of this agreement. FEAST undertakes to identify the author of any work created during the project, whenever such work is reproduced, exhibited or published.

The practitioner agrees to co-operate with others who may be publicising, monitoring, evaluating and documenting the project. The practitioner agrees that they may be contacted to sit on future funding panels. The practitioner agrees to contribute a short article in photographs or words reflecting on the Project for publication on the FEAST website.

4. Payment of your grant

Your grant will be paid on the following basis:

1 – First instalment of £900 on receipt of this signed contract, an invoice and compliance with any extra requirements which will be discussed with you by the FEAST Project Manager and set out at the end of this agreement. You must also provide us with a short project description (approx 60 words) and at least one image for our website.

2 - Final instalment of £100 on receipt of your final evaluation and Vital Statistics (details on the website) and budget reports and an invoice (within 4 weeks of the end of your project)

Please address your invoice to: Creative Kernow, Krowji, West Park, Redruth, Cornwall TR15 3GE. Payment will be made by BACs. Please make sure your bank account number and sort code are on all invoices, along with the project number above.

Please read the declaration below. If you accept this offer from FEAST you must sign and date both copies of this letter, return one copy to us, and retain the other copy for your own records.

"I have read and understood the FEAST grant guidelines. The information I have given in my application is true and correct. Any material I have sent to support my application is also true and correct. I will tell you immediately if this information or the supporting information needs to be updated. I am happy for you to provide copies of this application form and any supporting material to any person or organization you wish to consult about my application. I will repay the grant in full to FEAST if this is requested in the event of any of the terms and conditions not being met."

FEAST is delighted to be offering you a grant. I look forward to your acceptance of this offer by signing and returning to me the attached duplicate letter within 7 days of the date of this letter.

Once we have received all the required documents and information, we will arrange the first payment of the grant.

Extra conditions to be met: that you achieve match funding as detailed in your application form;

Yours sincerely



Director of Creative Communities and FEAST

Date.....15th February 2023.....

Accepted by: Name:

Signature:

On behalf of (name of organisation):