

What One Community expects from you...

At all times, it is your responsibility to:

- Properly read all relevant guidelines and advice on our website www.onecommunity.org.uk *before* contacting us, and to use the site as the primary source of information about our funds.
- Provide us with full, accurate, up-to-date information about your group/project; to update us quickly with any relevant changes or developments; and to be courteous and reasonable with our staff and volunteers at all times.
- Properly read and understand our requirements, terms and conditions as published on our website; and have your Board's authorisation to apply and comply.
- Understand that by applying to the Foundation consent is being given under the Data Protection Act 1998 to have project and contact details registered on its database, and that the Foundation may provide this information to other funders and community infrastructure organisations to help the project, the Sector and/or the community.
- Ensure your organisation and services are always open, accessible and suitably publicised to everyone in your community who may wish to take part; to comply fully with all legal obligations; and to behave ethically at all times.
- Apply in such time that any reasonable delays are unlikely to risk the viability of your project.
- Maintain good financial controls, spend your award only as authorised and promptly return any monies if we require them back for being outside the scope or terms of your award.
- Positively publicise any financial or in-kind support you receive from or through the Foundation; use our logos and acknowledge aid from the Foundation on your literature/website; and meet any reasonable requests from the Foundation for images, stories, etc.
- Return completed evaluation forms/receipts for your funded projects on time and exactly as specified.

- Remember that it is your organisation / Board that at all times retains responsibility for assuming, meeting and communicating on its obligations and undertakings, now and in the future, irrespective of changes in circumstances (including staff and Board changes).