



# King Charles III Charitable Fund (KCCCF) Small Grant Award Conditions

*This is a sample small grant agreement for a one year grant award. It was last updated in June 2025.*



Private and Confidential

[date]

Sent via email: [main contact's email address]

Copy: [alternative address]

Dear [name],

Thank you for applying for funding from the King Charles III Charitable Fund (KCCF) small grants programme.

I am pleased to inform you that, after careful consideration, the Trustees of KCCF have decided to award a grant of £X over X year[s]. This is to be used by [organisation] towards the Project as detailed in the application form submitted to KCCF on [date of application] and in accordance with your organisation's charitable purposes for the public benefit.

This offer is subject to acceptance of the terms and conditions set out in the enclosed Award Agreement. If you wish to accept the grant, please sign the Award Agreement and return it to [contact@kccf.org.uk](mailto:contact@kccf.org.uk). Signing the Award Agreement means that your organisation accepts the terms of the Award.

Please complete the KCCF Grant Recipient online form to provide your bank details, bank statement and other important information. You can access the form [here](#). The bank statement is required as part our grant making due diligence process and we are unable to make the grant payment until your organisation's bank account details have been validated.

The Trustees would have me send all best wishes to your organisation.

Yours sincerely,

Yvonne Abba-Opoku ACG  
Head of Governance and Operations

## **KCCF Small Grant Award Conditions (the Award Agreement)**

King Charles III Charitable Fund (KCCF) is pleased to offer an Award of £X ('the Award') to [organisation] (the 'Award Recipient'). This is to be used in accordance with clause 1 from the date of this Agreement to [date] ('the Award Period').

### **1. Use of the Award**

1.1. The Award must only be used to assist the Award Recipient with the delivery of the Project ('the Project') and in accordance with its charitable purposes for the public benefit, and for no other purpose within the Award Period.

1.2. The parties may vary the terms of this Award by providing prior written agreement to such a variation prior to 30 days before the end of the Award Period. If both parties agree to the variation, the parties shall enter into a deed of variation.

### **2. Payment of Award**

2.1. All payments will be made via Bankers Automated Clearing Service (BACS) and the Award Recipient must submit bank details along with a copy of the Award Recipient's bank statement issued in the last three months containing the details of the bank account. No payment can be made until this has been validated.

2.2. KCCF will pay the Award Recipient in a single instalment within 15 days of receipt of a signed copy of this Agreement.

### **3. Accounts, Records and Governance**

3.1. The Award must be shown as income in the Award Recipient's accounts or statement of financial activities in the year that such grant monies is paid and received.

3.2. The Award shall be shown in the Award Recipient's accounts as a restricted fund. It shall not be included under general funds and it shall be named 'KCCF grant'.

3.3. The Award Recipient shall keep separate, accurate and up-to-date records of the receipt and expenditure of the Award and shall provide such records to KCCF upon its reasonable request.

3.4. The Award Recipient shall ensure that:

3.4.1. it has safeguarding policies and/or procedures (including in relation to child protection and vulnerable adults) that are proportionate, tailored to the Award Recipient's activities and which reflect best practice and all relevant laws;

3.4.2. its staff are made aware of the policies and procedures referred to in

clause 3.4.1 above and provided with adequate training in respect of them and safeguarding more generally;

3.4.3. safe recruiting procedures are followed at all times in relation to staff, contractors and volunteers, including appropriate background and/or criminal record checks in accordance with best practice and all relevant laws and other checks of individuals' suitability to work on activities funded by the Award including, but not limited to, obtaining written references and evidence that they are qualified for the role that it is intended that they will carry out on activities funded by the Award;

3.4.4. not employ or use the services of any person who is barred from, or whose previous conduct or records indicate that they would not be suitable to carry out the activity or who may otherwise present a risk to anyone participating in activities funded by the Award; and

3.5. When carrying out activities funded by the Award, the Award Recipient must comply with all applicable requirements of the UK GDPR and Data Protection Act 2018, as amended or updated from time to time, in the UK and any successor legislation.

#### **4. Monitoring and Reporting**

4.1. The Award Recipient must comply with all reasonable requests for information on the use of the Award from KCCF and will, in particular, complete an annual progress report. A link to submit the report will be provided via progress report reminders sent to the email address noted in the application form. Please email [contact@kccf.org.uk](mailto:contact@kccf.org.uk) should you require assistance with completing the progress report.

4.2. The Award Recipient must inform KCCF if it makes a serious incident report to its charity regulator in respect of any matter which may damage the reputation, status or perception of the Award Recipient or KCCF and, subject to any obligations of confidentiality owed by the Award Recipient to a third party, provide KCCF with sufficient information about the incident for KCCF to assess whether it amounts to a breach of this Award Agreement. For the purposes of this clause, serious incident means an incident which satisfies the criteria set out in the guidance of the Charity Commission for England and Wales or in the guidance of any equivalent charity regulator that the Award Recipient may be registered with.

#### **5. Publicity**

5.1. The Award Recipient shall not without the prior written agreement of KCCF, publish any promotional material or press releases (for the avoidance of doubt this includes any posts on social media) referring to KCCF's involvement in granting the Award. KCCF reserves the right to request to review the wording of such material prior to providing their agreement for the publication of such material.

5.2. If KCCF gives its prior written approval in accordance with clause 5.1:

5.2.1. the Award Recipient's promotional material or press release shall be sensitive and designed not to damage the reputation, status or perception of KCCF; and

5.2.2. the Award Recipient may use KCCF logos to publicise the Award. The Award Recipient must adhere to brand guidelines and must request a copy of the logo(s) and guidelines via email to [contact@kccf.org.uk](mailto:contact@kccf.org.uk). KCCF must be referred to as King Charles III Charitable Fund in the first instance and thereafter 'KCCF' or 'the Fund'.

5.3. The Award Recipient shall include a case study and images of activities funded by the Award in its progress reports and acknowledges that such material and any other material submitted in the reports may be used by KCCF to refer to the activities funded by the Award publicly, including in KCCF's reports, accounts, website and social media channels. The Award Recipient should therefore ensure that all case studies and photos have received the appropriate consent from any individuals included before submitting the information to KCCF.

## **6. Repayment of Award**

6.1 KCCF may, in its sole discretion, require the return of some or all of the Award immediately and/or declare this Agreement terminated if the Award Recipient:

6.1.1. is in material breach of the terms of this Award Agreement;

6.1.2. takes any actions which, in its reasonable opinion, bring, or are likely to bring, KCCF's name or reputation into disrepute or to damage KCCF's reputation in any way; or

6.1.3. without the prior written consent from KCCF, has not used the Award for the purpose of the delivery of the Project by the end of the Award Period.

## **7. Intellectual property**

For the purposes of this clause, Intellectual Property rights means all patents, copyrights and design rights (whether registered or not) and all applications for any of the foregoing and all rights of confidence and know-how however arising for their full term and any renewals and extensions.

7.1. All rights, title and interest in or to any information, data, reports, documents, procedures, forecasts, technology, know-how and any other Intellectual Property Rights owned by either KCCF or the Award Recipient prior to the commencement date or developed by either by the end of the Award Period, shall remain the property of that party.

7.2. Where KCCF has provided the Award Recipient with any of its Intellectual Property Rights for use in connection with the Award (including its name and logo),

the Award Recipient shall, on termination of this Agreement, cease to use such Intellectual Property Rights immediately and shall either return or destroy all materials in which such Intellectual Property Rights subsist, as requested by KCCF.

## **8. Governing Law**

8.1. This Agreement is governed by the law of England and Wales and the parties irrevocably submit to the exclusive jurisdiction of the English and Welsh courts.

## **9. Acceptance of Award**

I confirm that I am authorised to accept the Award on behalf of [organisation].

**Signed:**

**Name:**

**Position:**

**Date:**