



STANDARD TERMS AND CONDITIONS for OutRight's Emergency Grants

This document is important. It sets out the terms and conditions of our grant to you. These standard terms and conditions will be sent to you with your offer letter and apply to all grants.

1. Definitions

- 1.1. 'Grantee' means the organisation that we have given a grant to.
- 1.2. 'Grantor' means OutRight Action International
- 1.3. 'Application' – any information you send us in your application to support your request for funding, as set out in your application form, together with any supporting documents that you may have provided
- 1.4. The 'activities' means the activities that we have agreed to give you a grant for, as outlined in your Grant agreement Letter
- 1.5. 'Grant agreement Letter' – the letter which OutRight will send to you informing you of the approval of your application. The letter will set out any amendments that we have requested you make to your initial application, and any additional conditions attached to you receiving the funds you have requested. As standard annexes the grant agreement letter will have your application and the standard terms and conditions

2. The Grant

- 2.1. The amount of the grant is set out in the Grant agreement Letter. We are not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for
- 2.2. The Grant Agreement will come into force on the date specified in the Grant agreement Letter
- 2.3. The Grant must only be used for the final agreed activities as specified in your Grant agreement Letter. If you need any changes you should notify OutRight as soon as possible via OutRight's programme staff member responsible for your grant.
- 2.4. You must tell us if you receive any other funding for the activities from any other source (including any of the donors stated in your application) at any time during the implementation of your activities. If this means that you no longer need the funding from us, you must pay the Grant back to us immediately upon demand from us so that we can use the funds for another organization.

3. Disbursement of the Grant

3.1 Emergency Grants will be issued in a single payment. The grant amount will be paid as stated in the Grant agreement letter. International banking costs, exchange rate gains or losses are included in the grant amount. This may result that the amount received in your bank account is less than the Grant agreement Letter states due to these transfer costs.

3.2 You will inform OutRight immediately if you experience any issues in receiving the grant.

4. Monitoring and Reporting

4.1 You will have to send us a short narrative and short financial report on the grant activities per date as specified in the Grant agreement Letter

4.2 We may ask for proof of expenditure. This may include requesting original receipts and invoices.

5. General conditions

5.1 If you break this agreement, and fail to meet the requirements of these terms and conditions or any other part of the Grant Agreement, we reserve the right to require repayment of the grant, stop any future payments, and refuse to issue any future grants to you.

5.2 We are not obliged or held accountable to provide any further funding after this Grant Agreement comes to an end.

6. Breach of these terms and conditions, and suspending or repaying the grant

6.1 If you fail to meet any of these terms and conditions or any other requirement of the Grant Agreement, we may require you to pay back all or part of the grant; and/or stop any future payments; and/or end this Grant Agreement immediately; and/or take any of these actions in connection with any other grant that you may have with us.

6.2 We may recover the grant, if you use the grant for anything other than the agreed activities without our permission and/or you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us.

7. Termination of the Grant Agreement

7.1 These terms and conditions and all other requirements of the Grant Agreement remain in force for as long as any part of the grant remains unspent.