



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# Arts Grants Scheme Terms and Conditions

## Overall

- Your Arts Grant is to be used for the purpose it is awarded, as described in the offer letter.
- The Arts Service asked to be kept up to date with information about the progress of your project, including the start and completion dates, or if the proposed outcome of the project is likely to change in any way.
- If the grant is for equipment, you are required to produce a copy of an invoice or receipt at the completion of the project.
- The grant will be paid in full upon receipt of your signed letter of acceptance, and the following documentation:
  - as an Organisation: a copy of your constitution or memorandum and articles of association
  - as an Individual: confirmation letter with bank details from an organisation that can receive the grant award on your behalf, as we cannot pay a grant into a personal bank account.
- You are required to complete an evaluation of the project within six weeks of the project completion date. Gathering participant stories and audience data from your project is a vital part of our programme and, failure to do so may mean that you are ineligible for future funding from the Arts Grants scheme.
- All projects must be completed within twelve months of the offer letter. If you foresee that the project will not be completed within this period, please contact the Arts Service.
- It is a condition of this grant that you comply with any statutory requirements relating to working with children and vulnerable adults and carry out the necessary Disclosure and Barring Service (DBS) checks before appointing staff to work with children under the age of 18 years and vulnerable adults.
- The Arts Service recommends that any volunteers involved in your project are recruited and managed in accordance with guidance from the [Kensington and Chelsea Volunteer Centre](#).

## Covid-19 Considerations

- Projects awarded funding in the Spring 2021 round are granted a more flexible approach to the usual 12-month project delivery timeframe, in acknowledgement of the uncertainty posed by the Coronavirus Pandemic. Please liaise with the Arts Service on your project schedule.
- It is a condition of this grant that due consideration is given to the risk posed to participants and audience members from Covid-19, so you are required to work in compliance with current Government guidance. Please liaise with the Special Events Team in advance of holding any activity in an outdoor public space, and the Film Office, if you are filming in any public space with a crew of five or more.  
Special Events [specialevents@rbkc.gov.uk](mailto:specialevents@rbkc.gov.uk).  
Film Office [filmoffice@rbkc.gov.uk](mailto:filmoffice@rbkc.gov.uk)

### **Grant repayment**

The Council reserves the right to require that the grant is repaid, in part or in full, where:

- you cease to operate, are declared bankrupt, or are placed into liquidation or receivership
- you fail to use the grant for the purpose for which it was obtained, or fail to complete the project within 12 months of the grant award
- you fail to comply with the conditions of the grant
- you completed the application form fraudulently or negligently.

### **Acknowledging the grant**

- You are asked to acknowledge the grant by using the Council's logo on promotional and publicity materials for your Project – the logo and guidelines on its use are available from the Arts Service – or in writing by using the phrase **Support by the Royal Borough of Kensington and Chelsea's Arts Grants Scheme** within any written information about your Project, including press articles and event programmes.

### **Promoting of your Project and the Arts Grant Scheme**

- The Arts Service is keen to promote your Project and recommends your engaging with the Arts Service social media accounts on Facebook and Twitter by following and tagging on Twitter @RBKCCulture and on Facebook/RBKCCulture.
- The Arts Service requires between three and five high quality images of your Project, along with the following confirmations:
  - photographer credit
  - confirmation of consent and permission of people featured in the images (see GDPR statement)
  - permission to allow the Council to make use of your project details for internal and external promotion (see GDPR statement)
- If the Council wishes to use your Project as part of the Arts Grants Scheme's promotion, the Arts Service will endeavour to inform you beforehand.
- Please contact [Arts@rbkc.gov.uk](mailto:Arts@rbkc.gov.uk) regarding all of the above

### **GDPR statement**

To comply with the Royal Borough of Kensington and Chelsea's commitments under the GDPR and UK Data Protection Act 2018, we require you to ensure the following in relation to any data captured as part of your Project:

- processed lawfully, fairly and in a transparent manner.
- collected for a specific and legitimate purpose. It will not be used for anything other than this stated purpose.
- relevant and limited to whatever the requirements are for which they are processed.
- accurate, and where necessary, kept up to date. Any identified inaccuracies will be amended or removed without undue delay.
- stored for as long as required, as specified on our records retention policy.
- secured with appropriate solutions, which protect the data against unauthorised or unlawful processing and against accidental loss, destruction or damage.
- For more information about how personal data is processed by the Council, click [here](#).

### **Invitations & Tickets**

- Where possible and appropriate, the Arts Grants Panel and Arts Service are keen to attend projects funded by the Scheme, so request invitation are shared with the Arts Service at least two weeks in advance of the project start date.

**If you have any questions about these terms and conditions, please contact the Arts Service [arts@rbkc.gov.uk](mailto:arts@rbkc.gov.uk)**