



# Terms & Conditions for Member Projects using Charitable Status

## Your essential responsibilities

- To run your project with honesty and integrity, and uphold the good name of the Permaculture Association.
- To not undertake any activities which are illegal, unethical, unhealthy or dangerous.
- To take responsibility and accept liability for all activities undertaken in the name of the project, and make sure that any risks are assessed, appropriate insurance policies have been secured, and other statutory requirements are covered (eg. DBS checks for children and vulnerable people).
- Not enter into any agreements, contracts, applications for planning or any other legally binding agreement in the name of the Permaculture Association without prior consent and written permission from the trustees of the Permaculture Association.
- To provide the Permaculture Association with a simple project report for each year of the project. This can be the same as the reports you send to funders.
- To meet the requirements as set out by your funder in their grant letter.
- To keep proper accounts, and submit a simple annual financial report to us.
- To inform us immediately if your project runs into difficulties of any nature - whether financial, legal or otherwise.
- To put all monies raised using the charitable status through the Permaculture Association's account.
- When money is sent in the form of a cheque from the Permaculture Association, you must deposit the cheque within 5 working days and inform the Permaculture Association that it has been received and deposited. Wherever possible money will be sent directly from our bank to your bank, using the BACS system.
- To inform us of any change of address, phone or email details.
- To contact the Association as soon as you know to which trusts or funders you are applying, so that we can check if other applications have already been submitted by us to them.

- To send applications using charitable status to the Permaculture Association for approval before submitting to funders.
- To make your relationship with the Permaculture Association clear in promotional materials, leaflets, on reports, articles, websites etc associated with the work you are undertaking with us. (See Guidance Notes for details)
- To send at least one copy of any reports, education materials, research or any other materials produced by your project to the office for inclusion in the library.

If any of these requirements are not met, then use of Charitable Status may be terminated. The Trustees reserve the right to terminate this agreement with or without notice, and their decision will be final.

## Requested

- If you get media coverage, we appreciate reference to the relationship with the Permaculture Association and inclusion of our contact details. If there is limited space please include the website details.
- It is always inspiring for other members to read about what projects are doing, so please let us know about your successes so we can include them in our communications.

## Our responsibilities

- When sent application forms for approval, we will reply to you with an answer in a timely fashion. Usually this will be within two to three weeks, but is dependant on Trustee availability.
- From time to time we may send representatives of the Trustees to check on the projects progress.
- To transfer money received from funders to your account within 15 working days, or as soon as the deposit has been cleared by our bank, if this is longer.
- To include details of any money raised in the annual accounts.
- To provide information and networking facilities.
- To support you to make use of the different communication channels available - newsletter, e-bulletins, websites.
- To provide ongoing support via the office, which can help with day to day issues, and put you in touch with other support that we cannot provide.
- Wherever possible we will help you to disseminate research findings, which may include publishing.
- To be accountable to the Charity Commission for England and Wales and the Office of Scottish Charity Regulators. We are responsible to them to account for how money is spent, to show that it has been spent pursuing our objects, and that it is done in an effective manner.

If you are unhappy with the service we offer or have questions or complaints, you can contact the Chief Executive or Board of Trustees to raise them at any time.