



TERMS AND CONDITIONS

- Keep in regular contact and provide updates on the progress of your project and any planned events. A member of staff may visit you to ensure the money is being used legitimately and in line with your application
- Should you be unable to demonstrate that all funds have been used as stated on your application, we may request that the award is returned in full, and/or review subsequent ROCA applications
- It is your responsibility to keep an accurate record of what you spent. You will need to provide copies of receipts and invoices to show the award was spent as agreed
- The project must be completed within 12 months of the award being given, unless an extension is agreed by the panel
- You will be required to get a written agreement from ROCA before making any changes to the project
- You may not use the award to pay for any spending commitments you have made before the date of the award agreement
- If you use less than the whole award on the project, you may be asked to return the unspent amount to ROCA
- Please use ROCA branding at all times. PDF versions of logos are available on request. We require copies of any marketing materials before publication. Please include #ROCA in any social media posts and tag First Choice Homes
- We ask you to complete a ROCA evaluation form, including images (gained with consent and approval to be used by First Choice Homes)/attendees feedback at the end of your project
- You must notify Resma (ROCA Funding and Partnerships Officer) immediately in writing of anything that significantly delays, threatens or makes the project's completion unlikely
- You will be expected to keep all assets funded by the award safely and in good repair and make sure you have adequate insurance cover for all of them. If the asset is damaged, destroyed or stolen you must inform us in writing and you must repair or replace it
- First Choice Homes/ROCA Administrator may share information about your award on the FCH website, FCH internal publications, FCH social media and sent to media outlets
- Award recipients are obliged to have their own arrangements in place for complying with GDPR regulations, including any appropriate consent (such as for photographs) which is required by law. To help you, we have created a GDPR consent form as a guide, available to download from our website
- ROCA will not increase the award if you spend more than the agreed budget
- The ROCA panel reserve the right to withdraw an application at any time and the panel's decision is final
- ROCA may request repayment of all or part of the award at our absolute discretion if any of the following circumstances occur:
 - You do not take positive steps to ensure equal opportunities during the project
 - You fail to meet the terms and conditions of the award listed above
 - You complete the application form dishonestly, misleadingly or incorrectly

Please keep a record of these terms and conditions

