



THE ΤΕΛΟΣ SOCIETY | TTS  
*Arts & Culture Research Observatorium*

# NEPHELE GRANT APPLICATION FORM

FIRST NAME

LAST NAME

PROFESSIONAL NAME

ADDRESS

TELEPHONE NUMBER

EMAIL/WEBSITE

DATE OF BIRTH DD/MM/YYYY

GENDER

NATIONALITY

# PROFESSIONAL FIELD

VISUAL ARTS

SPECIFY

THEATRE

SPECIFY

CINEMA

SPECIFY

MUSIC

SPECIFY

CREATIVE WRITING

SPECIFY

DANCE

SPECIFY

CREATIVE INDUSTRIES PROFESSIONAL

SPECIFY

OTHER

SPECIFY

# EDUCATION

DEGREE #1

INSTITUTION/CITY/COUNTRY

YEAR OF GRADUATION

DEGREE #2

INSTITUTION/CITY/COUNTRY

YEAR OF GRADUATION

DEGREE #3

INSTITUTION/CITY/COUNTRY

YEAR OF GRADUATION

# CHECK LIST

APPLICATION FORM

CV

ONE THOUSAND WORD ESSAY

YOUR FULL NAME

DATE

# TERMS AND CONDITIONS

## 1. The Grant

- 1.1** The amount of the grant is set out in the TTS Offer Letter. TTS is not able to increase the amount of the grant. The amount of the grant may be different to the amount that you applied for depending on the transfer expenses.
- 1.2** You must accept the TTS offer within four weeks of receiving it by signing and returning one copy of the TTS Offer Letter (where we issue hard copy Offer Letters), or by accepting your grant online. If you do not return the signed TTS Offer Letter or accept your grant online within four weeks our offer will lapse.
- 1.3** The Grant Agreement will come into force on the date that we receive the signed TTS Offer Letter from you or you accept your grant online.
- 1.4** You must tell us promptly about any changes to information you have given us, including any changes to your bank or address details and you must make sure that the information you hold is always true and up to date.
- 1.5** You must not use the grant to pay for any spending commitments you have made before the date of the Grant Agreement.

## 2. The project

- 2.1** You must get our written permission before making any changes to the Project or to its aims, structure, delivery, outcomes, duration or ownership.
- 2.2** You must start the Project within three months of receiving the grant payment from us and complete part of it or to its entirety in 2020. You must make satisfactory progress with the Project and complete it on time.
- 2.3** You must tell us immediately if anything threatens to curtail or delay the Project.
- 2.4** You must provide us with a full report on the Project within three months of completing it, using TTS Activity report form that will be made available to you via email.
- 2.5** In carrying out your Project, you must meet all laws regulating the way you operate, the work you carry out, the staff you employ or the goods and services you buy. For example, you are responsible for getting any licences, permissions and insurances that are necessary by law.
- 2.6** You must have appropriate policies and procedures in place and act in accordance with them at all times to help you comply with any relevant law, government requirement, insurance and best practice including, but not limited to:
  - 2.6.1** Data protection;
  - 2.6.2** Equal opportunities including discrimination on the basis of race, age, gender, disability, religion and/or sexuality;
  - 3.6.3** Employment law .
  - 3.7.4** Harassment and bullying.

### **3. The information, marketing and publicity**

**3.1** You must acknowledge the grant publicly as appropriate and as practical.

**3.2** You must follow the received TTS branding and publicity guidelines at all times. You will acknowledge TTS support and Grant title in any published documents that refer to the Project, including any advertisements, accounts and public annual reports, or in written or spoken public presentations about the Project.

**3.3** You must acknowledge our grant by following the guidelines we will provide. You should feature the appropriate Grant award logo/TTS logo grant award on all information, marketing and publicity materials relating to the activity we have agreed to fund, including printed and online material. You should also incorporate verbal and written acknowledgment of our support into your communications. TTS will provide you with a downloadable Grant award logo/TTS logo and guidelines of how to acknowledge our support.

**3.4** The Grant award logo/TTS logo, are owned by THE TEΛOΣ SOCIETY.

**3.5** We hereby give you the permission to use the Grant award logo/TTS logo to acknowledge and celebrate your grant award.

**3.6** We acknowledge that you will own all rights in any materials produced for or relating to the Project and in the Project Proposal, including any intellectual property rights. You hereby grant us a non-exclusive, worldwide, royalty-free perpetual licence to reproduce any materials relating to the Project and the Project Proposal as we reasonably require for marketing and publicity purposes. We may also share information with other funders, government departments, regulatory agencies, partners and others with a legitimate interest in public funding.

### **4. General Conditions**

**4.1** If you break this agreement, we can choose to treat that as you breaking any other grant agreements we have with you. This will allow us to take the same actions under those agreements that we may take under this agreement, including making you pay back the grant and stopping any future payments.

**4.2** TTS members and advisers cannot give you professional advice and will not take part in carrying out your business. We cannot be held responsible for any action you take, any action you fail to take, or for your debts or liabilities. Even though we may give you funding and talk to you about your activities, you are still fully responsible for every part of the Project, your business and the decisions about it. We will not be responsible to anyone else who may take, or threaten to take, proceedings against you.

**4.3** You are responsible for getting your own management, business and artistic advice. This includes considering whether you need to get financial, accounting, tax, solvency, legal, insurance or other types of professional advice.

### **5. VAT**

**5.1** You acknowledge that the grant is not consideration for any taxable supply for VAT purposes. You acknowledge that our obligation does not extend to paying you any amounts in respect of VAT in addition to the grant.

**5.2** If you are registered for VAT, or subsequently become liable to register for VAT, you must keep proper and up to date records and you must make those records available to us and give us copies when requested.

## **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, we may, in our absolute discretion:

**6.1.1** require you to pay back all or part of the grant (regardless of how much you may have already spent); and/or

**6.1.2** stop any future payments; and or

**6.1.3** end this Grant Agreement immediately; and/or

**6.1.4** take any of these actions in connection with any other grant that you may have with us.

**6.2** We may recover the grant in our absolute discretion, if any of the following events occurs:

**6.2.1** you make any changes to the Project with first getting our written permission;

**6.2.2** you use the grant for anything other than the Project;

**6.2.3** you do not follow our reasonable instructions;

**6.2.4** you do not carry out the Project with reasonable care, thoroughness, competence and to a standard that would be expected for your level of experience in your artistic practice, profession or line of work;

**6.2.5** you do not complete the Project on time;

**6.2.6** you have supplied us with any information that is wrong or misleading, either by mistake or because you were trying to mislead us;

**6.2.7** you are declared bankrupt or become insolvent, any order is made, or resolution is passed, for you to go into administration, be wound up or dissolved; an administrator or other receiver, manager, liquidator, trustee or similar officer is appointed over all or a considerable amount of your assets; or you enter into or propose any arrangement with the people you owe money to;

**6.2.8** you act illegally or negligently at any time, and we believe it has significantly affected the Project, or is likely to harm our or your reputation;

**6.2.9** without first getting our approval in writing, you sell or in some other way transfer the grant, your business or the Project to someone else; and/ or we deem it unlikely that the grant will fulfil the purpose for which we made it.





THE TEAOΣ SOCIETY | TTS  
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