

## Tangent Music Therapy Fund

### Terms and Conditions of Grants

#### Award of Grants

1. Any award of funding will be at the full discretion of the BAMT Trustees, who will be the final arbiters in any decision regarding the distribution of funds. The Trustees reserve the right not to make an award if in their judgement no suitable applications have been received. The trustees will consider Area Group recommendations, but final decision will be made by Trustees.
2. If BAMT makes a grant offer you will need to complete and sign a 'Memorandum of Understanding and bank details' form. This will provide us with your bank information, act as your acceptance of our grant conditions, and as your confirmation that the money will be spent on the purposes approved by BAMT.
3. Awards will only be made directly to the bank account of the lead or nominated self-employed music therapist based in the UK. It will be the responsibility of the music therapist to pay any related taxes, National Insurance & pension contributions. The music therapist must submit a 'self-employment' certificate when applying for grants.
4. Grants will only be made once the evidence of Health and Care Professions Council membership and an up-to-date DBS check are received.
5. The Grant is not consideration for any taxable supply for VAT purposes. We are not obliged to pay you any amount in respect of VAT in addition to the Grant. If you are or become liable to register for VAT, you must keep proper and up to date records.
6. Awards will be made ONLY to support the provision of music therapy to service users. Applications for educational or research activities related to music therapy, or for combined services including music therapy, will not be considered.
7. Awards may be made in instalments, with payment of later instalments dependent on meeting agreed levels of service.

#### Spending and accountability

8. The grant is only to be used for direct service costs, unless otherwise agreed. E.g. supervision, CPD, travel expenses would not be eligible.
9. Successful applicants must agree to provide BAMT with accurate and timely information upon request about how the award is used, and in any event to provide a regular report on an agreed basis. A final report must be submitted one month after completion of the project. The template for these reports will be provided by BAMT.
10. You must inform BAMT immediately of any proposed change relating to grant expenditure. No changes to the project may be made without prior agreement from BAMT.
11. You must keep accurate and comprehensive financial records of the spending of the grant and submit these with your progress reports.
12. Any part of the grant that is not required for the purpose approved must be refunded to BAMT within a month of terminating the MT service.

### Administration

13. All correspondence will be sent to the address of the applying music therapist given in the original application. Correspondence will be by email and/or Royal Mail at BAMT's discretion. BAMT can take no responsibility for communications going astray. However, important documents will be sent by registered service where BAMT deems this is appropriate.
14. The music therapist agrees to allow BAMT to use their name and information about the music therapy services provided using grant funding on its website and other publicity materials. If you wish to use the BAMT logo, a version can be made available for your use. Please contact: BAMT office, 24-27 White Lion Street, London N1 9PD, T: 0207 837 6100, E: info@bamt.org to discuss further. The music therapists must follow 'BAMT's logo policy' when using the logo. If you want to acknowledge the grant in a press release or any other type of media coverage, please speak to BAMT in the first instance.

### Expiry/Termination of the Memorandum of Understanding (MoU)

15. BAMT's obligations under the MoU will terminate if all the funds have been spent and reports relating to the work carried out up to that date have been submitted to BAMT.
16. The project could be terminated by written mutual consent between the parties. In such circumstances any unused funds must be returned to BAMT within 30 days of termination.
17. Circumstances leading to suspension or termination - Whilst BAMT's intention is that the grant will be paid in full, we have the right to suspend indefinitely and/or terminate the payment of any or all grant payments/demand repayment without prejudice to our other rights and remedies, by notifying you in writing if any of the following circumstances occur in relation to you involved in the delivery of the project;
  - a) you are in material breach of any of the terms and conditions of this agreement (and have not remedied the breach within 30 days of receipt of notice from BAMT requiring you to do so). On such termination, you must promptly return the Grant to us within a month except for such part of it that you have properly spent on activities properly carried out by the time we give you notice of termination.
  - b) BAMT reasonably believes the work undertaken is not the work for which the grant was approved (unless BAMT has been informed of and approved these changes)
  - c) BAMT reasonably believes that any of the grant may have been used unlawfully, including fraud or bribery
  - d) BAMT reasonably believes that you are not or will no longer be able to deliver the project or comply with this Terms & Conditions
  - e) your HCPC registration lapses for any reason, or you become insolvent (or anything similar or analogous occurs)