

GREEN FREEPORT CAPACITY FUND

TERMS AND CONDITIONS

1. Eligibility Criteria

- Applicants must represent a charity or community organisation that operates within the Green Freeport area (as defined by the 45km radius map).
- Projects must align with the Fund's objectives, including:
 - Supporting individuals who face historical barriers to work or skills access.
 - Contributing to the transition to green energy, biodiversity enhancement or environmental improvement.

2. Funding Application

- Funding levels: £2,000 per application (total number of 10 applications available)
- Applications must specify:
 - Project start date, duration and expected completion date.
 - Detailed funding breakdown, including:
 - Contributions from other funders or sources of match funding, with supporting evidence such as confirmation letters, grant agreements, or financial statements.
 - A clear outline of how the Green Freeport Capacity Fund will complement the overall funding strategy for the project.
- Applications must be submitted between 1st July and 1st August each year.
- A funding agreement must be signed upon approval.

3. Use of Funds

- Funds must be used exclusively for the purposes outlined in the approved application.
- Evidence of fund utilisation must be provided, including receipted invoices, bank statements, or equivalent documentation.

4. Reporting and Monitoring

- Successful applicants must submit regular updates and a final report upon project completion.
- Reporting requirements include:
 - Outcomes achieved in relation to the project goals.
 - Financial statements evidencing proper use of funds.
- The Company reserves the right to conduct audits or request additional information to verify compliance.

5. Clawback Provisions

- Funds may be reclaimed if:
 - They are not used for the approved purposes.
 - There is a breach of the terms and conditions.
 - Insufficient or inadequate evidence of fund usage is provided.

6. Offer Validity

- Once funding is approved, the offer will remain valid for **6 months** from the date of the award notification.
- If the applicant does not accept the funding within this period, or fails to meet any pre-conditions specified in the funding agreement, the offer will be withdrawn, and the funds may be reallocated.

7. GDPR and Data Retention

- By applying to the Green Freeport Community Fund, applicants consent to the collection, processing and storage of their personal and organisational data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.
- The Company will retain application data for a period of up to 7 years following the conclusion of the funding period for legal, audit, and compliance purposes. After this period, data will be securely deleted.
- Applicants have the right to request access to their data, request corrections, or request its deletion, subject to statutory requirements.
- Data will not be shared with third parties unless required by law or necessary for the assessment and administration of the Fund.
- Any questions or concerns regarding data protection should be directed to the Operations Manager at info@greenfreeport.scot

8. Approval Process

- Funding decisions will be made based on the scoring matrix and approval level:
 - £2,000: Chief Executive Officer approval.
- All applicants will be notified of decisions by 30th September each year.

9. General Conditions

- The availability of funds is subject to the financial position of the Inverness & Cromarty Firth Green Freeport.
- The policy is reviewed annually, and terms may be updated accordingly.
- Applicants must declare any potential conflicts of interest.

10. Dispute Resolution

- Any disputes regarding funding decisions or terms compliance must be submitted in writing to the Operations Manager.

By submitting an application, the applicant agrees to these terms and conditions. Non-compliance may result in funding withdrawal or legal action.