

Shree Prajapati Association (UK)

GUIDANCE NOTE

Terms and conditions

Before making any application for financial support please read the following General Terms and Conditions as your acceptance of these terms, together with any particular conditions which may apply to you/your organisation/project, will be required before we proceed to provide any support.

Any support we provide will be offered in writing for your formal acceptance in writing and, as the applicant, you should not act upon any understanding that funding is granted until we have formally confirmed our grant to you in writing. Until that time, we will be under no obligation to make any contribution to you or your project.

Any changes to the project will only be allowed with our written agreement. Notification of any change must be made to us as soon as possible, even if the grant is not yet drawn down.

We give our consent for grants to be acknowledged in Annual Reviews / Year End Accounts. In addition, unless you specifically request of us otherwise, we may include reference to any support provided to you in our Annual Report and on our Website.

A project report must be provided to us as soon as practical after the grant is used, detailing achievements AND failures, what has been learned and how this can be applied positively in your sector. Where a project extends beyond six months, interim/progress reports will be required on a half yearly basis. We require reports to be sent to us electronically.

Accurate and comprehensive financial records related to our funding must be included in all reports.

There needs to be an agreement to visit the organisation/project if requested by us.

Should any part of the grant not be required and/or utilised within agreed timescales you must notify us. We reserve the right to request any such funds to be refunded to us and you agree to make repayment upon receipt of our request.

We reserve the right to withhold a grant or part of a grant or require repayment if a) the work undertaken is not the work for which the grant was approved (unless we have been informed and approved the change); b) we find that any false information has supplied to us and c) your organisation becomes insolvent or goes in to administration, receivership or liquidation to the extent of any part of the grant which has not already been spent on its intended purpose.

We reserve the right to share the information you provide to us with other relevant parties, for example The Charities Commission or Prajapati Organisations in other parts of the world, where we consider this to be appropriate.

For security purposes we will require documentary evidence of bank account details prior to releasing any award.

We may, on occasions, add additional conditions specific to an individual grant where, in our opinion, the particular circumstances warrant these additions.

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Privacy

Shree Prajapati Association (UK) (SPA) is committed to safeguarding your privacy online. We use the information we collect about you to help us understand more about how our site is used and to be able to send you communications about SPA that may be of interest to you, either electronically or otherwise. The 'personally identifiable information' is information that enables us to identify you, such as your email address, name, title, and address.

Please read the following policy to understand how your personal information will be treated. This policy may change from time to time so please check back periodically.

1. What personally identifiable information does SPA collect from me?

Like many websites, SPA uses cookies in order to provide you with a more personalised web service.

A cookie is a text-only string of information that we pass to your computer's hard disk through your web-browser so that the website can remember who you are. Cookies cannot be used by themselves to identify you.

A cookie will typically contain the name of the domain from which the cookie has come, the "lifetime" of the cookie, and a value, usually a randomly generated unique number. For more information about cookies, please see www.allaboutcookies.org.

We use session type cookies on our website: which are temporary cookies that remain in the cookies file of your browser until you leave the site;

If you do not wish to receive cookies you can easily modify your web browser to refuse cookies, or to notify you when you receive a new cookie. However, you may not be able to use all the interactive features of our site if cookies are disabled, and so in order to enjoy the SPA site to the full, we recommend that you leave them switched on.

[Instructions on how to stop cookies being installed on your browser.](#)

2. How does SPA use my information?

SPA uses the information we collect about you to help us with understanding more about how our site is used.

3. Who is collecting your information?

When you are on the SPA website and are asked for personal information, you are sharing that information with SPA alone unless stated otherwise.

4. With whom does SPA share your information?

As a general rule, SPA will not disclose any of your personally identifiable information, except when we have your permission or under special circumstances, such as when we believe in good faith that the law requires it.

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5. What are my choices regarding, collection, use and distribution of my information?

SPA does not sell, rent or share user information with anyone. We may on occasion work with 3rd parties to contact our supporters about SPA, however the 3rd party would be bound by a confidentiality agreement that would prevent them from using this information for any other purpose.

6. What is SPA's policy on allowing me to update, correct, or delete my personally identifiable information?

The accuracy of your individual identifying information is important to SPA. We are working on ways to make it easier for you to review and correct the information that SPA maintains about you. In the meantime, if you change email address or any of the other information we hold is inaccurate or out of date, please use the contact us form here.

7. How does SPA protect my personal identifiable information?

SPA is committed to taking reasonable steps to protect the individual identifying information that you provide to us.

8. What security precautions are in place to protect the loss, misuse, or alteration of my information?

When you give SPA personal information that information may be stored and processed we take steps to ensure that your information is treated securely.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while we strive to protect your personal information, SPA cannot ensure or warrant the security of any information you transmit to us, and you do so at your own risk. Once we receive your transmission, we make our best effort to ensure its security on our systems.

Accessibility

SPA is committed to providing a site accessible to everyone.

All font sizes are relative, with the exception of graphical text, and text size can be increased or decreased by following these steps:

For Microsoft Internet Explorer and Mozilla Firefox: Use the *View > Text Size* options in the browser menu;

All images have descriptive alternative text, with the exception of images that are used for aesthetic reasons only.

Pages have been designed, and colours chosen, to be accessible to colour-blind users.

[A sitemap is provided to assist with navigation.](#)