

# Changing Key Dorset

## NOTES ON GRANT PAYMENTS

**Please read these notes carefully. It is your responsibility to ensure that the person or organisation invoicing the charity is aware of our arrangements and conditions for grant payments.** If any difficulty should arise in respect of a grant payment, please contact the trust as soon as possible.

### Fees

1. We will pay the teacher/session leader/organisation direct against an invoice sent to *Changing Key Dorset (CKD)*. The invoice should state the teacher/session leader/organisation and address, the name of the student, the period covered and the number of lessons/sessions. Teachers may wish to use CKD's own proforma invoice for this purpose.
2. Payments are made termly where a grant has been agreed for a full year and **each invoice should be for approximately one third of the total grant**, or the actual cost if less. For example, when applying for a £300 grant, CKD would expect grant recipients to claim a maximum of £100 per term. If grant recipients expect their termly amounts to vary significantly below *and* above this - whilst staying within the overall sum of the grant - they should contact us.
3. The trustees reserve the right to restrict any payment, and the total amount paid will not exceed the agreed grant for the year.
4. Each invoice should be submitted no later than one month after the end of the relevant term. Any invoice received later than this will not be paid.

### Membership of Performing Groups

5. Where CKD has agreed a grant towards the cost of membership of a performing group, the organiser of the group should be asked to send an invoice to CKD. The invoice should state the student's CKD reference code, the name and contact address of the group, the name of the student(s) and the period of membership. The invoice should be submitted by the end of the academic year in respect of which the grant has been made - any invoice received later than this will not be paid .

### College Courses

6. Where CKD has agreed a grant towards the cost of a college course, the college administration should be asked to send an invoice to CKD for the agreed amount. The invoice should state the student's CKD reference code, the relevant contact address at the college, the name of the student and the period of attendance. The invoice should be submitted by the end of July of the academic year in respect of which the grant has been made. Any invoice received later than this will not be paid.