

## Arts Scholarships Terms and Conditions

### The Budget

Details of the funds awarded are set out in the official offer letter and these can be used only for the budget items listed. If more than one strand of bursaries and/or innovative teaching activities has been awarded, virement between these will only be considered subject to a formal request explaining the rationale for any changes and the amount/s involved. Please note that all bursary costs or innovative teaching costs must be incurred between 1 September 2016 and 31 August 2019 only.

### Payments

Payments are made annually in advance, and the Director of Finance will send the payment for year one in early September 2016 (if the Trust has received formal acceptance of the grant offer). Subsequent payments are made only when an annual progress report (including a financial statement) has been received and approved by the Trust. Any funds not spent at the end of year one or two can only be carried forward to the following year if an explicit justification is provided for this. Any unspent funds at the end of the grant period must be returned to the Trust. No funds may be used for costs incurred prior to 1 September 2016.

### Leverhulme Arts Scholars

All of those in receipt of a bursary or an innovative teaching award should be clearly identified as a Leverhulme Arts Scholar, and listed as such in any publicity or performance details.

### Principal Applicant

It is a strict requirement for the grant holding organisation to inform the Trust of any staff changes relating to the person responsible for administering the grant and providing the following reports.

### Reports

The following reports are required:

- A Progress Report at the end of year one and year two (to be submitted no later than one month after the end of the grant year). This should cover the 12-month period from September to August inclusive and be in the following format:

1. For each strand of bursaries: (in no more than 500 words) the names of those funded, the amount awarded to each of these and a brief summary of their progress.
  2. For each strand of innovative teaching activity: (in no more than 500 words) the names of those funded, the amount awarded to each of these and a brief evaluation of the success or otherwise of the teaching activity from the perspective of the grant holding organisation.
  3. A statement of expenditure: this should show the amount spent in the grant year for each item awarded, together with sufficient information on each item to enable the expenditure to be verified.
- A Final Report (to be submitted no later than two months after the grant comes to an end): This should consist of two parts for each strand of bursaries or innovative teaching activity:
    1. A summary of the strand of funding and its outcomes. This should be no more than 500 words describing the original objectives of the bursaries and/or innovative teaching, an assessment of the extent to which these aims have been achieved, and the methods used by the grant-holding organisation for evaluating the success of the funding strand.
    2. A more detailed account, in no more than 2000 words. This should include:
      - For the final year of the grant, the names of those funded, the amount awarded to each of these and a brief summary of their progress.
      - Any problems encountered, changes to the activities funded, or unexpected outcomes over the life of the grant.
      - An evaluation of the success of each strand of funding, details of the methods used for evaluating these, and brief details of the achievements of and perceived benefits to those in receipt of Leverhulme Arts Scholarships.
      - A final statement of expenditure showing the total expenditure for the three years of the grant.

## Acknowledging the Trust and logos

We ask all grant holders to acknowledge the Trust's support in any publicity, promotional materials or publications associated with research funded by the Trust. Please ensure that you read the detailed guidance on acknowledging the Trust's support and use of the Leverhulme Trust logo at [www.leverhulme.ac.uk/grant-holders/logo](http://www.leverhulme.ac.uk/grant-holders/logo)