

## Conditions of Project Welcome Grant

1. Failure to inform us of changes to your event (i.e. in relation to presenters, the date, location, amount of shul contribution etc.) may jeopardise your funding.
2. If the event ultimately incurs a shortfall totalling less than the Project Welcome grant awarded, the grant payment will be reduced to reflect this.
3. Project Welcome will not fund:
  - a. Programmes or events retroactively
  - b. Permanent salaries
  - c. Building projects
4. The grant will only be paid out upon:
  - a. Completion of the organiser evaluation form for each project (see point 6 below)
  - b. Completion of the participant/attendee feedback forms for each project (see point 7 below)
  - c. Completion of the second tab of the Budget Spreadsheet (which can be found at [www.chiefrabbi.org/welcome](http://www.chiefrabbi.org/welcome) showing actual figures – Once completed to be emailed to [project.welcome@theus.org.uk](mailto:project.welcome@theus.org.uk)
5. If possible, in any promotional material please include the attached logo. Before the project, please email any promotional material to us at [project.welcome@theus.org.uk](mailto:project.welcome@theus.org.uk).
6. Within a couple of days after the completion of the project, Project Welcome requests an evaluation form be submitted (usually by the Chair, Rabbi, Rebbetzen or event organiser) which will be sent to you.
7. Project Welcome requests an online participant feedback form is emailed to all participants within a couple of days after the project. This will be sent to you.

When emailing out the link, please explain in the email that the feedback is important to you, as well as to the United Synagogue and the Office of the Chief Rabbi who are supporting communities through Project Welcome.

Please be in touch with Project Welcome a few days after sending out the link in order for us to share this feedback with you.

8. Please code all Project Welcome expenditure (including Shabbat UK) to the new Project Welcome code which is FR020.
9. Claims can either be made on a project by project basis or quarterly depending on what works for your community. Once claims have been made (and assuming all information is complete) please allow 28 days for the payment to be processed.

Claims must be made before August 31<sup>st</sup> 2023 to be processed unless there are exceptional circumstances why this is not possible.

10. Please send Project Welcome photos from the events when they are not held on Shabbat or Yom Tov.