

Signed:

«Director/Company Secretary/Authorised Signatory»

Print Name:

Position in Organisation of Person Signing:

Date: [Click here to enter a date.](#)

Place of Signing:

Signed:

Witness Name:

Address:

Date: [Click here to enter a date.](#)

Place of Signing:

SCHEDULE 1

PART 1: THE PROJECT

"The Project" is the repair and refurbishment of the Burrell building. The main objectives / expected outcomes of the Grant are:

- To enable the body to undertake the Burrell refurbishment project.

PART 2: PAYMENT OF GRANT

1. The total Grant of up to £5,000,000 shall be payable over the 3 years 2017-18 to 2019-20 by the Scottish Ministers to the Grantee on receipt of a completed claim for Grant in the form set out in [SCHEDULE 2](#); together with the associated monitoring information set out in paragraph 4.1 of the Offer of Grant.
2. The total Grant payable in the financial year 2017-18 is £1.5m, with £1.5m in 2018-19 and £2m in 2019-20. The Scottish Ministers shall not be bound to pay any instalment of the Grant which has not been claimed by the Grantee by 31 March of the applicable financial year, unless otherwise agreed in writing by the Scottish Ministers.
3. Each claim shall be submitted together with such explanatory or supplementary material as the Scottish Ministers may from time to time require whether before or after submission of the claim.
4. On receipt of each claim (and any required documentation and information), the Scottish Ministers shall determine the amount of expenditure which they consider the Grantee shall reasonably and properly incur in connection with the Project having regard to that claim. The determination shall be based on the information provided by the Grantee in accordance with this Schedule. The Scottish Ministers shall use their best endeavours (but shall be under no obligation or duty) to pay the amount determined to the Grantee within 1 week of receiving a claim and any required documentation and information relevant to the claim.

SCHEDULE 2

GRANT CLAIM FORM

Organisation: «Name and Address»

Bank details: «Name and address, sort code, account number»

Project: «Name/Description»

Total agreed grant for 2017-18 : £1,500,000

Latest forecast of expenditure of grant for: 2017-18

Grant claimed to date: «Amount»

«Unexpended grant»: «Amount» (*where grant is paid in advance*)

«Claim for grant» or «Estimate of grant required» **for the period from** Click here to enter a date. **to** Click here to enter a date. **or to** Click here to enter a date.: «Amount»

We hereby claim «total» grant of «£XX» in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 22/03/2018 and the Schedules attached thereto.

Completed by:

Position:

Contact Details:

Date:

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A	B	C	D
Item	Amount (£)	Paid Invoice [Y/N]	Other (please specify, e.g. certificate of payment in kind)
TOTAL*			

* Note the total should add up to the total expenditure claimed for the period.

SCHEDULE 3

STATEMENT OF COMPLIANCE WITH CONDITIONS OF GRANT

This is to confirm that the grant claimed by Glasgow City Council in relation to the above Project during the financial year ended 31 March 2018 was properly due and was used for its intended purpose(s) in accordance with the terms and conditions of the Grant. This statement is supported by the records of Glasgow City Council.

Signed:

Name in block capitals:

Position:

Date: [Click here to enter a date.](#)

SCHEDULE 4

DEFINITIONS

"Agreement" means the agreement constituted by the Scottish Ministers' invitation to apply for a grant, the Grantee's Application, these Conditions and the Grantee's acceptance of these Conditions;

"Conditions" means these grant conditions;

"Default" means:

- a) Any breach of the obligations of either party under this Agreement (including, but not limited to, any breach of any undertaking or warranty given under or in terms of this Agreement);
- b) Any failure to perform or the negligent performance of any obligation under this Agreement;
- c) Any breach of any legislation; or
- d) Any negligence or negligent or fraudulent mis-statement or misappropriation of Grant, or any other default,

In all cases by either party, its employees, agents or representatives;

"Financial Year" means a period from 1 April in one year until 31 March in the next;

"Grant" means the grant offered by the Scottish Ministers to the Grantee as specified in the Award Letter, as varied from time to time in accordance with these Conditions;

"Grantee" means the person, organisation or body to which the Grant will be payable as specified in these Conditions. Where two or more persons, organisations or bodies are the Grantee, references to the "Grantee" are to those persons, organisations or bodies collectively and their obligations under the Agreement are undertaken jointly and severally;

"Intellectual Property Rights" means all rights of ownership, including all copyrights and other intellectual property rights in books, leaflets and other printed and published materials in whatever form produced as part of the Project by or on behalf of the Grantee including all reports and any such published materials stored in or made available by means of an information technology system and the computer software relating thereto and all patents, trademarks, registered designs and other rights in the nature of intellectual property;

"Project" means the purpose for which the Grant has been awarded as described in the Offer of Grant;

"Payment" means each of the payments specified in Schedule 1 hereto.

SCHEDULE 2

GRANT CLAIM FORM

Organisation: Glasgow City Council

Project: Burrell Refurbishment and Redisplay

Total agreed grant for 2017-18 : £1,500,000

Latest forecast of expenditure of grant for: 2017-18

Grant claimed to date: 0

Claim for grant for the period from 2017 to 2018:

We hereby claim «£1,500,000» grant of £5,000,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 22/03/2018 and the Schedules attached thereto.

Completed by:

Position

Contact Details

Date: 22/3/18

Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A	B	C	D
Item	Amount (£)	Paid Invoice [Y/N]	Other (please specify, e.g. certificate of payment in kind)
Construction Costs (Enabling Works and GMRC adaptations)	848,935	Y	
Professional Fees/Ancillary Costs (Building and Exhibition Design Teams, Legal fees, Building Warrant fees and Procurement costs)	314,607	Y	
Client Direct Costs (Project staffing, FF&E and research)	337,022	Y	
TOTAL*	1,500,564		

* Note the total should add up to the total expenditure claimed for the period.