



CITY SOLICITORS' EDUCATIONAL TRUST

CSET Law Faculty Grants Terms of Grants and Payment Procedure

Standard Terms

Any grant that is awarded for any academic year is in respect of expenditure incurred by the faculty in respect of that academic year. No grant will be payable, or should be claimed, for more than the costs actually incurred for the approved purpose by the institution.

No grant may be used for any purpose other than that covered in the application which was submitted and on which it was made unless any change has been agreed with the Trust. Application for the payment of any part of a grant will be deemed to be a representation that the grant is payable and that any relevant conditions are satisfied. Any payment which is made in reliance on a claim which is not payable will be repayable to the Trust.

Where a grant is made which involves the recruitment of a staff member the institution **is required** to give details to the Trust of any relevant appointment as soon as practicable after the appointment has been made. A CV or other details about the appointee should be submitted. If this has not been done before the first claim is made, the claim will be rejected. If at any stage during the currency of a grant there is a change of some kind, details should be given to the Trust and details of any subsequent appointee given. If there is a vacancy, and it is desired to defer payment, this should be raised with the Trust as early as possible. A delay of up to a year, either because of a difficulty in making an appointment or due to having to make a replacement, will usually be agreed. A longer deferment may need justification.

If payment of the whole or any part of a grant is not claimed within a reasonable period after the date on which payment would be expected on the original or subsequently agreed timetable the balance is liable to forfeiture at the discretion of the Trust.

The Trust's auditors, on a sample basis, each year check the awards made and payment of grants with some universities. If the auditors do not get this information promptly the Trust suffers delay and difficulty. The Trust expects the institution to make a prompt and complete response to any such enquiry.

The Trust expects that its contribution, and where practicable that of its subscribers, is acknowledged internally and in publications, on websites, on materials purchased or in other ways which are appropriate. This should give the Trust similar prominence to other support of similar value given to the University or other faculties. This is important in facilitating the recruitment of additional subscribers. Recognition on websites is very helpful. How this is done must be covered in the report mentioned below.

The Trust requires the institution to supply a short report on the project for which the grant was made. This should indicate how the grant has assisted the achievement of the Trust's aims of enhancing the teaching of undergraduate legal education in core subjects. It should also indicate how the Trust and its subscribers have been acknowledged. The report is designed for use in reporting to subscribers and should be written in that light and if practicable be not more than one page. Where the report, by its nature is longer than a page, it should have with it a summary of one page. With the agreement of the institution material from the report may be used on the



CITY SOLICITORS' EDUCATIONAL TRUST

Trust's website. The report should be submitted at or around the time the last payment of the grant is claimed.

The Committee may take into account compliance with these terms and payment procedures when considering future applications.

These standard terms are subject to any specific points in the original letter of offer or which may be agreed later.

Payment Procedure

1. No grants are paid by the Trust automatically; each payment has to be claimed each time by the university concerned. Applications in respect of an academic year should not be made before 1st September. Payment will only be made to the relevant institution and not to any third party.

2. Recurring grants (mainly lectureships). These are payable at the beginning of each term or semester so long as the appointee holds his post, the amount being one third or one half of the annual sum respectively. APPLICATIONS FOR PAYMENT OF GRANTS FOR STAFF POSTS MUST IDENTIFY THE NAME OF THE HOLDER OF THAT POST ON THE CLAIM. Please see the points made above about steps to be taken before any claim is submitted. At the time of the **first claim in each subsequent academic year for a recurring grant**, the law faculty should confirm that the circumstances for which the grant was given are still in place (e.g. that the lecturer whose name should be given remains employed and undertaking the specified duties). These requirements are made so that we have a clear audit trail which demonstrates the proper application of our grant money. **Claims which do not comply will not be paid.**

3. Lump sum grants (e.g. library materials). These are payable when the relevant expenditure has been incurred or is about to be incurred. Although expressed as a lump sum, within reason partial claims will be accepted. Unless the amount of a claim is over £2,000, it would be appreciated if not more than two partial claims were made in any term. At the time that such a grant is claimed (in whole or in part), evidence should be given that the expenditure has been or is about to be incurred on the specified materials. Copies of invoices are best. Claims should not be made for amounts which have not been incurred and will not be expended in the immediate future.

4. Each claim should identify the grant which is being claimed and the amount of the payment due in respect of that grant. Subject to this there is no reason why one letter or invoice cannot comprise claims for instalments of more than one grant **but each grant and the amount claimed in respect of it must be clearly identified.**

Every effort will be made to process applications which comply with these procedures within 2-3 weeks.

September 2009