

## Project Fund

### Terms and Conditions

- Your research project will be completed, and data submitted to Healthwatch Oxfordshire for report writing no later than Friday, 28<sup>th</sup> September 2018
- Work on the project must not have begun, nor any expenditure committed, before a written agreement to carry out the project is received.
- The Healthwatch Oxfordshire logo & relevant information must be used on any publicity materials or promotional work that relates to the project - and its use must always be authorised by us.
- You will distribute information about Healthwatch Oxfordshire to all those working in or involved with the project. Healthwatch Oxfordshire will provide this information in leaflet form.
- Organisations in receipt of grant will ensure they have relevant up to date safeguarding, equal opportunities and health and safety policies in place and that they comply with relevant legislation. Healthwatch Oxfordshire may ask to view staff records in relation to Disclosure and Barring Service (DBS) checks and safeguarding procedures.
- If, for any reason, your project is unable to be completed, funding will be returned to Healthwatch Oxfordshire by agreement.
- If you do not use all your grant, any balance will be returned to Healthwatch Oxfordshire.
- You will support the report editing process with Healthwatch Oxfordshire, who will lead on report writing
- All reports will be published on the Healthwatch Oxfordshire website and you will ensure that you comply with all data legislation in production of the report and seek appropriate written permissions from all those involved in the report.
- If Healthwatch Oxfordshire considers research data to be seriously flawed, or to contain any information which could be viewed as discriminatory, libelous or breaching confidentiality, we reserve the right to withdraw or amend such content or to not publish the report.
- Any findings from the report must not be taken to the press or circulated to other media without agreement from the Healthwatch Oxfordshire.
- Healthwatch may include information about the project in its newsletter or in any relevant press releases.
- The Healthwatch Oxfordshire team must be informed of / copied into all significant correspondence about the project with commissioners, providers of services, or other third parties.
- Where appropriate, Healthwatch Oxfordshire will take forward any recommendations in the report to the relevant service providers and commissioners, and the process for this will be jointly agreed with your organisation and Healthwatch Oxfordshire