



Terms and Conditions for Non-Fixture Related Grant Applications 2027
(for projects commencing 1 January 2027 to 31 December 2027)

Definitions

Applicant	The organisation/entity to which the grant has been awarded.
Grant Manager	The named individual in the specific organisation who is the point of contact for all grant related matters.
Funded Activities	The project(s) and/or activity(ies) to be carried out under the grant award.

Purpose

The HBLB awards Non-Fixture Related Grants to organisations for the activities which support one or more of the following:

- The improvement of breeds of horses
- The advancement or encouragement of veterinary science or veterinary education
- The improvement of horseracing

Grants are also evaluated on how well they support the HBLB's Racing Outcomes (see Guidance Notes).

Award and Acceptance of Grants

The grant offer is not valid until the terms, set by HBLB (previously “agreed”), are accepted in writing by the applicant on behalf of the organisation they represent. No funds will be released until a copy of the Grant Letter Agreement is signed and returned to HBLB.

Grants are awarded for the duration of the project specified. The named contact (grant manager) within the applicant organisation will function as the direct point of contact for HBLB for grant-related matters.

The grant manager is responsible for ensuring that high standards of governance for the management of the funds awarded are adhered to.

HBLB reserves the right to make relevant enquiries as required to validate information held on funded awards to ensure that the terms of the grant are being adhered to.

HBLB requires all applicants to have due regard to the Code of Conduct for Recipients of Government Grants ([Code of Conduct Grant Recipients](#)) when carrying out the project work funded by HBLB grants.

Changes to Grants

A change to the duration of the project, at no additional cost to HBLB, may be approved in special circumstances. Requests, with full justification, for any such extension for a specified period should be sent to HBLB in writing (email accepted) in good time before the due completion date. Changes are not valid until confirmed in writing in hard copy or email by HBLB.

The grant manager must alert HBLB in a timely manner of any significant change or concern related to financial management, governance or delivery arising at any point.

If the grant manager of the applicant organisation changes during the course of the funding period, then this must be confirmed in writing in advance of the change and agreed with HBLB.

Termination of Grants

HBLB reserves the right to terminate a grant award by giving the applicant 90 days' written notice. Termination of a grant would happen in the following events:

- The project is making unsatisfactory progress and HBLB and the applicant are unable to reach agreement within three months on a revised project plan, KPIs, objectives, milestones etc.
- The organisation in receipt of the grant ceases to trade.

Reporting

Throughout the duration of the project, HBLB generally requires submission of quarterly reports using Blackbaud Grant Management System. The quarters are as follows: January to March; April to June; July to September and October to December. The reports are due by the 15th day of the month immediately following the end of the quarter, starting on 15th April. Each quarterly report must include progress against the KPIs set out in the application. In addition, the quarterly report must include a progress update on the Racing Outcomes the project is impacting as outlined in the application. This arrangement may be varied by agreement between HBLB and the grant manager.

Should the KPIs be missed or there is a need to review/change these, this must be reported to the HBLB contact named in the Grant Agreement Letter as soon as possible and noted in the next quarterly report. HBLB and the grant manager will work together to agree revised KPIs and targets.

The grant manager is required to submit a final report to HBLB within one month of the completion of the project/grant term (whichever comes first). The grant manager may also,

at the discretion of HBLB, be asked to provide/give a presentation to the HBLB Board and/or Executive, on completion of the project/grant term.

All ongoing and final reports will be used in the evaluation of any future grant applications.

Commercial Information:

The grant manager is required to inform HBLB if any information provided within the quarterly or final reports may be considered commercially sensitive or valuable. HBLB is subject to the Freedom of Information Act 2000. If you have concerns about how a FOI request may relate to your funding application, please contact the HBLB Data Protection Officer on dpo@hblb.org.uk.

Evaluation

The grant manager is required either as part of the final report (see above), or by way of a separate report, to provide an evaluation of how successful the project has been, including the following:

- The impact the project has made - specifically related to the HBLB Racing Outcomes.
- The number and value of project outcomes achieved.
- The value for money achieved by the granting of public funds to the Grantee.

The report should state how the evaluation has been conducted and whether carried out internally within the applicant organisation or by commissioned external parties.

Financial Matters

General

The grant manager is responsible for ensuring that expenditure of the grant is within the amounts allowed under the headings in the agreed budget for the project and that claims to HBLB for expenditure on the project do not exceed the grant approved by HBLB.

Each relevant cost item must be itemised within the Budget section of the application form.

HBLB will fund expenditure up to the approved amount. Any expenditure over this limit is the responsibility of the grant manager. Amounts unspent after reimbursement of the final claim will be immediately unavailable.

In exceptional circumstances only, the applicant may request an increase in funding if a budget under-provision within the project was due to unforeseen circumstances. A full explanation of the need for the increase, quoting revised figures, will be required. HBLB reserves the right to decline additional funding if it is not satisfied with the circumstances of the under-provision.

In deciding whether to approve a grant for a project, HBLB reserves the right to make only a partial award of the amount requested by the applicant.

Grant Payments

Invoices must be submitted to HBLB within 20 calendar days of the end of an agreed invoice period.

Planned or future payments for approved grants may be subject to withholding if the agreed project is delayed for a significant period without prior approval and it may be necessary to re-submit an application where a delay is for a prolonged period.

Control of Expenditure

The control of expenditure must be governed by appropriate standards and procedures and must be covered by formal audit arrangements (where applicable). HBLB reserves the right to make spot checks on any item(s) of expenditure during the term of the agreement, up to and including the final claim. HBLB may request the provision of additional documents (i.e. invoices, payment receipts) to support any payment claims.

VAT

HBLB is not registered for VAT. HBLB expects that all grants issued will be outside the scope of VAT as the amounts granted are given freely and HBLB neither derives any benefit from the grant nor receives any services as part of the arrangement. If you are unsure if VAT applies it is recommended you consult your tax adviser. Please provide the project financials net of VAT, or gross if applicable.

Acknowledgement

The applicant must acknowledge receipt of the grant from HBLB in all documentation (publications, web pages etc) relating to the grant funding project. HBLB will provide a copy of the logo for use solely in this respect.

Licences and Consents

The applicant must ensure that all necessary licences and consents required are held throughout the duration of the project and all terms and requirements attached to such licences and consents are complied with. Copies of any such licences and consents shall be provided to the HBLB on request.

Data Protection

HBLB will take all reasonable and appropriate steps to ensure that use and storage of personal data complies with the Data Protection Act 2018.

We will only collect, process, store or share the personal data that is needed to complete our statutory objectives or to comply with applicable law or lawful request - we will not use personal information for any other purpose without seeking prior approval from the data subject.

HBLB's statutory objectives are to collect the Levy from bookmakers and to apply the funds raised to one or more of the following:

- the improvement of breeds of horses;
- the advancement or encouragement of veterinary science or veterinary education;
- the improvement of horseracing.

In furtherance of these objectives, HBLB operates several different funding schemes.

Data Collection and Data Use

To operate these schemes the organisation will collect and process personal information concerning funding applications and funded project administration. The personal information that is collected will be appropriate to need.

Access to all personal data is controlled according to need - all funding applications, general records and reports will be subject to review and administrative oversight - therefore any personal data associated with an application or funded project will be seen by authorised individuals including but not limited to HBLB's administrative staff, Board Members and Auditors.

HBLB operates transparently and will publish the outcomes of all funding activities - this will include the results of all funded projects.

Subject Data Rights

All individuals identified within the data processed by HBLB have the following rights:

- to be told when and how their data will be used
- to request access to their personal data
- to request correction of any personal data that is wrong
- to ask for their personal data to be erased
- to request that processing of their personal data is restricted
- to object to the use of their personal data

Sometimes we may not be able to act on a particular request and when this happens, we will explain why.

As a data subject, to make a request or to raise any issue you should contact the HBLB Data Protection whose contact details are given in the section "Contacting the HBB Data Protection Officer".

Applicant's Data Obligations

In applying for funding, you accept that if funding is awarded when conducting your proposed activity or project you will:

- comply with all current UK data protection legislation
- provide copies of your data protection policies if requested
- be the data controller for any personal data you collect and process
- not process any personal data on behalf of HBLB unless explicitly agreed
- disclose any reportable data breach to the HBLB as well as the ICO

Further to the above as a grant applicant you must ensure HBLB has accurate contact information.

For the purposes of the Data Protection Act 2018 and the UK GDPR, the HBLB is the data controller and processes personal data about you (and anyone named in your application) for the purposes of administering and evaluating applications and awards, and assessing, managing, and monitoring HBLB programmes. This information will be held on HBLB's grants management system and may be shared in confidence with individuals or organisations who assist HBLB with application assessment, programme delivery, or funding monitoring.

For grants that are accepted, awarded, or completed, personal data will also be used in the interests of furthering research and sharing findings to further any or all of the following aims of HBLB:

- The improvement of breeds of horses.
- The advancement or encouragement of veterinary science or veterinary education.
- The improvement of horseracing.

The personal data we may publish and share, upon request, for the purpose of furthering the above aims is:

- The name, contact address, e-mail, and organisation of applicants and grant-related personnel, such as project managers, project leads, researchers, academics, and/or reviewers.
- A summary of the project aims and description.
- KPIs, including progress information and outcomes.
- Where the project is completed, the provided summary of the project outcome.

Further information about how HBLB uses personal data, including details of your rights, is set out in the [HBLB Privacy Policy](#).

Freedom of information

As a government body HBLB is subject to the Freedom of Information Act 2000 and may be required to publish information about your application or any funding that may follow unless the requested information is viewed as exempt.

Exempt information will include, but is not limited to, personal data protected under the Data Protection Act, commercial data, data prejudicial to the conduct of public affairs, some categories of research data, and data expressly given in confidence.

All requests for information will be assessed against the criteria and guidance published by the ICO – for more information please see the [ICO's guide to freedom of information](#)

If you have concerns about how Freedom of Information may relate to your funding application, you should contact the HBLB Data Protection Officer using the details below.

Contacting the HBLB Data Protection Officer

Contact details for the HBLB Data Protection Officer are as follows:

Data Protection Officer
Horserace Betting Levy Board
10 South Colonnade, Canary Wharf
London
E14 4PU

dpo@hblb.org.uk

Further information about the HBLB can be found on our website www.hblb.org.uk