

CA LO U S TE
GULBENKIAN FOUNDATION
(LISBON)
UNITED KINGDOM BRANCH
98 Portland Place, London W14 4ET
Tel: 071 -636 53 13 Fax: 071 -636 2948

Angus Macleod,
Cuimhneachain Nan Gaisgeach,
Park House,
Marybank,
Stornoway,
Isle of Lewis.

21st October 1991

Dear Angus Macleod,

I am glad to inform you that the Foundation has agreed to offer a grant to Cuimhneachain Nan Gaisgeach. It has done so in relation to your application dated 8th August 1991 and to your discussions with my colleague Fiona Ellis.

Title of the Grant:	Cuimhneachain Nan Gaisgeach
Amount:	£2,000
Brief description or purpose of project:	The making of four commemorative Cairns on the Isle of Lewis.
Conditions of the grant:	
Special Conditions:	None
Standard conditions:	[a] that you agree to use the grant only for the purpose stated above, and do not assign it to any other purpose without the prior written approval of the Foundation. This condition applies also to any part of the grant left unspent. The Foundation reserves the right to ask for any such unspent balance to be returned. [b] That a report on the project, specifically prepared for the Foundation and including a financial statement, will be submitted within three months of the completion of the project; and, if the project extends beyond one year, that an interim report will be sent annually. [c] That if the grant has not been taken up within twelve months of the date of this letter, it will automatically lapse, unless the Foundation has previously agreed in writing to the delay. [d] That in making a grant to you the Foundation is not to be taken as assuming or accepting any responsibility or liability of any kind towards anybody in respect of any matter or thing arising out of or incidental to the execution of the project.
Arrangements for payment:	
To whom paid:	Cuimhneachain Nan Gaisgeach
When paid:	The grant will be paid on our having received your acceptance of the above terms, conveyed by your signing and returning the enclosed copy of this letter.

We would like to know now who will be responsible for writing the report referred to in Paragraph (b) of the standard conditions.

Please fill in the relevant name in the space provided on the enclosed copy of this letter. If the person has not yet been appointed, please fill in the appropriate job title. Attached you will find a printed note about some questions which frequently arise over grants. They are rather important points and we would ask you to be sure to note them. If there is anything in this letter or in the accompanying 'points to note' you want to discuss, please don't hesitate to write. I do hope your project goes very well.

Yours sincerely,
Ben Whitaker
Director

Points to Note:

Feed-back:

The Foundation sets great store by 'feed-back' from the projects it supports. Such 'feed-back' enables the Foundation's officers to build up an understanding of the opportunities and the difficulties in the general programme area within which your project fits. During the period of the grant aid we would like to receive details of all performances, events, important meetings and similar relevant information. We would also like to receive any news cuttings related to the project or newsletters arising from it, and a copy of the Annual Report (if there is one) of your organisation. This information enables the Foundation to keep in touch with your work. And additionally one or other of the Foundation's officers may ask to visit you to learn at first hand how the project progresses.

The final report:

The final report on the project's completion should be prepared in a form suitable for reading by members of the Foundation's Board. As objective an evaluation as possible is most welcome. The main report should be fairly brief, say about 1,500 words. Any supporting material can be put into appendices. If any print materials form part of the project, a copy should be sent; if any video, then a copy which, if so requested will be returned.

References to the Grant:

The Foundation likes its support to be mentioned in appropriate publications: those of the organisation itself or national and local papers and journals. Such references provide a means of alerting other potential applicants about the Foundation's range of interests. Please do not, however, use the fact of the Foundation's grant to suggest (as some people have, for example, on a letterhead) that the project is directly connected with, or administered by, the Foundation itself. Normally the reference should be to 'financial assistance from' or a 'grant from the Foundation. The proper title is the 'Calouste Gulbenkian Foundation' (no 'Lisbon', no 'UK Branch')

Photographs:

Every year the Foundation widely circulates an Annual Report of grants given. The report includes photographs. We would like the chance to see (and return) any good ones you may happen to take, and we may seek permission to publish one with due acknowledgement. It occasionally happens that we ask those responsible for a project to take photographs especially for our report.

Attention of Fiona Ellis:

I have read the above and agree to the terms, conditions and arrangements for the grant as specified.

Signed:

On behalf of:

Date:

The person responsible for writing the final report on this project to the Gulbenkian Foundation will be:

Please state the exact title of the organisation to which the cheque should be payable: