

**Comunn na Gàidhlig
5 Caolraid Mhìcheil
Inbhir Nis
IV2 3HQ**

XXXXXXXXXXXXXXXXXX
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XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX

Ceann-latha

XXXXXXXXXXXXXXXXXX a (bh) charaid choir,

**Buidheann:
Pròiseact:
Comharra:**

**Organisation:
Project:
Reference:**

Tha mi a' sgrìobhadh thugaibh mun iarrtas agaibh gu Comunn na Gàidhlig airson a' phròiseict gu h-àrd.

I refer you to the above group's application for financial assistance towards costs of the above project.

1. Tha Comunn na Gàidhlig (bho seo a-mach CnaG) air beachdachadh air an iarrtas agaibh agus 's urrainn dhomh daingneachadh gu bheileas a' tairgsinn suas ri **£XXX.00** a-rèir na riaghailtean agus na cùmhnantan a leanas:-

1. Comunn na Gàidhlig (hereafter known as CnaG) has considered your application and I can confirm that up to **£XXX.00** has been approved, subject to the following terms and conditions:-

(£'s)

(£'s)

Cosgais a' Phròiseict / Project Expenditure

XXXX

Maoineachas a' Phròiseict / Project Funding

XXXXX(%)

XXXXX

XXXXX(%)

XXXXX

XXXXX(%)

XXXXX

Iomlan / Total

XXXXX

- Feumaidh an teacsa air fad nochdadh gu dà-chànanach
- Feumaidh a' Ghàidhlig a bhith os cionn no air an làimh chli ris a' Bheurla
- Feumar dreachan a shealltain do ChnaG mus tèid stuth sam bith a chruthachadh

- All materials must be fully bilingual in Gaelic and English
- Gaelic must appear to the left of or above the English text
- Drafts of all materials must be shown to CnaG before any materials are manufactured

2. Tha Comunn na Gàidhlig a' glèidheadh nan

2. CnaG reserves the right to publicise this assistance

còirichean a thaobh fiosrachadh a thoirt seachad mun taic-airgid seo ann an suidhichean agus aig amannan a tha iomchaidh. Feumaidh buidhnean suaicheantas no eile a thaisbeanadh a-rèir riaghailtean 's stiùireadh ChnaG 's ING mar a tha iomchaidh. Bu chòir do **XXXXXXXXXXXX** iomradh a thoirt seachad gu bheileas air taic-airgid fhaotainn bhon Sgeama airson a' phròiseict seo ann a bhith a' sgrìobhadh no ann a bhith a' sanasachd a' phròiseict.

2. Cumhnaidhean ro-phàighte

Thèid an tabhartas a tha seo a phàigheadh a-mach aon uair 's gu bheil nam maoin-chlàr air an cur chun Oifigear Pròiseact. Feumaidh na fairdealan a bhith pàighte agus feumar an t-suim a chaidh ainmeachadh a chosg. Bu chòir na cosgaisean uile a thighinn gu co-dhiù **XXXXXX**. Ma tha na cosgaisean nas lugha na **XXXXXX**. Thèid an tabhartas a lùghdachadh ann an dòigh co-ionnan.

Cha chleachd a' bhuidheann-iarrtais an t-airgead ach airson a' phròiseict ainmichte agus cha tèid maoineachadh a chleachdadh mu choinneimh cosgaisean ro cheann-là an iarrtais.

Feumaidh a' bhuidheann-iarrtais a bhith ag obair a-rèir riaghailtean reachdail 's eile agus, le iarrtas bho ChnaG, ceadan 's teisteanasan airson a' phròiseict 's a' ghnìomhachais a thoirt seachad.

Feumaidh tagraidhean airson pàighidh, mu choinneimh a' phròiseict seo, a bhith air an cur ann an sgrìobhadh chun Oifigear Pròiseict taobh a-staigh sia mìosan bhon àm a thèid pròiseact aontachadh. Mura tèid tagradh a-steach airson an airgid seo, no pàirt sam bith dheth, ann an àm, faodaidh a' Chomataidh Stiùiridh an t-airgead a tharraing air ais.

Thèid clàr a chumail air cosgaisean agus teachd-a-steach a' phròiseict agus feumaidh cothrom a bhith aig CnaG iad sin fhaicinn. Dh'fhaodadh gun tadhal CnaG air a' bhuidheann no am pròiseact a tha ga mhaoineachadh.

Feumaidh sibh fiosrachadh mun pròiseact a chumail ri oifigearan ChnaG agus bheir thu àite do mholaidhean no beachdan sam bith a dh'fhaodadh tighinn bho ChnaG mun pròiseact.

Cha bhi uallach laghail sam bith air CnaG no ING bho rud sam bith a nì **XXXXXXXXXXXX** no neach sam bith eile co-cheangailte ris a' phròiseict. Ma dh'èireas càil nì sibh cinnteach nach bi uallach laghail sam bith a'

and to include it in a public record of cases, both to demonstrate how the scheme's resources are used and to give examples of the developments it is able to assist. In accordance with HIE and CnaG funding guidelines, assisted projects will be required to display any such plaque/logo etc, as CnaG feels appropriate. **XXXXXXXXXXXX** will acknowledge sponsorship of the project by CnaG and Highlands & Islands Enterprise (HIE) in all material or advertising issued in connection with the project.

3. Prepayment Conditions

The grant will be payable on the submission of invoices to the Scheme's Project Advisor. These need to be paid invoices and relevant expenditure needs to have been incurred. The total expenditure must amount to at least **XXXXXX**. If the total expenditure is less than **XXXXXX** the grant will be reduced proportionately.

The Applicant shall only use the Grant in implementation of the Project and not for expenditure incurred prior to the Initial Application Date as defined in the Application.

The Applicant shall comply with all applicable statutory and other regulations and obtain, and provide to CnaG on request, all necessary consents and licences, for the Project and the Business.

All claims for payment must be made in writing on a properly completed claim form, (which may be obtained from the CnaG) to the CnaG officer within six months from the date of acceptance. Any amount not claimed within this timescale may be withdrawn by the management committee. Grant shall be payable up to the amount approved by the Grantor as a percentage of the eligible costs of the Project as approved by CnaG.

Records shall be kept of all project income and expenditure and these, together with supporting documentation, shall be made available to CnaG on request. CnaG may undertake visits to the organisation or the project being funded.

You will provide the CnaG officer with such information as he/she may require in order to monitor progress of the project and you will give due consideration to any suggestions made by the CnaG for adjustments and variations to the project.

Comunn na Gàidhlig or HIE shall be under no liability for any claim arising out of or referable to the actions of **XXXXXXXXXXXX** or those of its agents in carrying out the project for this assistance offered shall fully

bualadh air an CnaG no ING.

Ma thèid cùis laghail a thogail, no ma thèid a' bhuidheann fodha ann am fiachan, no ma thèid neach-trusaidh nam fiach a-steach cha tèid maoinachas a chleachdadh ach a-mhàin airson cosgaisean a ghabh àite mus do thachair an t-suidheachaidh seo.

Tha e mar fhiachaibh air **XXXXXXXXXXXX** gabhail ris na cuspairean seo, mar iomchaidh – cothroman co-ionannachd agus leasachadh leantainneach, an àrainneachd agus cuideachd teicneòlas conaltraidh agus fiosrachaidh.

DE MINIMIS AID & TAIC ÙINE-GOIRID

Ma tha am maoinachas a' toirt a-steach taic de minimus (a-rèir an Roinn Eòrpa) no taic ùine-goirid, 's dòcha gum feum a' bhuidheann-iarrtais fiosrachadh a thoirt do bhuidheann phoblach sam bith a bhith a tha tabhann tuilleadh taic de minimus no taic ùine-goirid. Tha crìoch air taic de minimus 's ùine-goirid aig €500,000 gu aon bhuidheann far a bheil an suim iomlain, ge bi an tùs, eadar 1^{mh} Gearran 2010 agus 31^{mh} Dùbhlachd 2013. Ma tha a' bhuidheann-iarrtais air de minimus no taic ùine-goirid fhaighinn seachad air €500,000, 's dòcha gum feum a' bhuidheann-iarrtais an suim gu lèir no pàirt dheth a phàigheadh air ais a-rèir pàighean a chaidh a dhèanamh roimhe.

LAGH NA H-ALBA

Thèid an iarrtas, a' gabhail a-steach gnìomh na buidhne-iarrtais, agus na cumhnaidhean sa chùmhnannt seo, a riaghladh a rèir laghan na h-Alba.

DÌON FIOSRACHAIDH / DÌOMHAIREACHD

Tha mise/sinne, nar buidheann-iarrtais no neach-iarrtais, ag aontachadh gu bheil:

- 1) mi/sinn a' ceadachadh am fiosrachadh pearsanta co-cheangailte ris an iarrtas seo a chumail 's a chleachdadh aig CnaG mar riaghailtear dàta taobh a-staigh gnothachas àbhaisteach na buidhne;
- 2) mi/sinn a' toirt cead do ChnaG na dàta seo a sgaoileadh taobh a-staigh ING, Buidheann-sgrùdaidh na h-Alba, buidhnean sgrùdaidh aig CnaG agus roinnean riaghaltais;
- 3) mi/sinn a' toirt cead do ChnaG na dàta seo a sgaoileadh no tuilleadh dàta a chruinneachadh bho bhuidhnean eile gus dèanadh cinnteach gu bheil e ceart agus a' cur an aghaidh eucoir agus maoinachas aig CnaG a dhìon; agus
- 4) mi/sinn a' toirt cead do ChnaG na dàta seo mu mo/ar d(h)einninn a chumail às dèidh ùine an iarrtais 's a' phròiseict airson adhbharan laghail, riaghlaidh 's sgrùdaidh.

indemnify the scheme in respect of such a claim.

In the event of your sequestration, liquidation or the appointment of a receiver, Scheme funds will only apply to these costs which have actually been carried out prior to the date of such an event.

XXXXXXXXXXXX are required to consider the following themes, where appropriate - equal opportunities and sustainable development, including the environment – in the project.

DE MINIMIS AID & TEMPORARY AID

If the Grant includes de minimis aid (as defined by the European Union) or Temporary Aid, the Applicant may be required to make a formal declaration to any public agency which is considering offering it further de minimis or Temporary Aid. There is a limit of €500,000 on the combined total of all de minimis and Temporary Aid from whatever source to any one beneficiary during the period from 1st February 2010 to 31st December 2013. If Applicant has received de minimis or Temporary Aid from any source which, when added together with the de minimis or Temporary Aid element of the Grant, exceeds €500,000 then the Applicant may at HIE's option, be required to repay all or part of the de minimis or Temporary Aid element of the Grant to the extent that it has been paid out.

LAW OF SCOTLAND

The Application incorporating the Applicant's undertaking to CnaG and these terms and conditions shall be governed by the laws of Scotland.

DATA PROTECTION/PRIVACY STATEMENT

I/We the signatory(ies) of the Application agree/s that:

- 1) the personal data which has been provided by me/us in connection with the Application will be held and used by CnaG as data controller and in the normal course of its business;
- 2) CnaG may share the personal data within the HIE Group, Audit Scotland, CnaGs external auditors, government departments and agencies;
- 3) CnaG may also share the personal data with or obtain other information about the me/us from other organisations in order to check the accuracy of the information which has provided, to detect or prevent crime or to protect the funds which CnaG administers; and
- 4) CnaG may continue to hold some personal data about the me/us after the Applicant's relationship with CnaG has ended for legal, regulatory and audit purposes.

Tha còir agam/againn leth-bhreas fhaighinn air fiosrachadh pearsanta sam bith orm/oirnn aig CnaG a tha a-rèir Achd Dion Dàta 1998 ('s dòcha gun tèid cosgais beag a chur air seo) agus iarraidh air CnaG fiosrachadh ceàrr a cheartachadh.

I/We has/have the right to ask for a copy of any personal information which CnaG holds about me/us and which is subject to the Data Protection Act 1998 (for which CnaG may make a small charge) and to request that the CnaG correct any inaccuracies in such information.

Ma tha sibh ag aontachadh leis na tha air a sgrìobhadh thuige seo, agus ma tha sibh a' gabhail ris na cùmhnantan a tha air an cur oirbh, bu chòir dhuibh ur n-ainm a chur ris agus an litir a thilleadh taobh a-staigh mìos. Tha leth-bhreas den litir air a cur thugaibh airson a chumail.

If the foregoing, including all terms and conditions as specified are acceptable to you, please sign and return this letter within one month, indicating your formal acceptance. A duplicate of this letter is enclosed for your own use.

Le deagh dhùrachd

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX

Às leth **XXXXXXXXXXXX** tha mi an seo a' dearbhadh gu bheil sinn a' gabhail ris an tabhartais suas gu **£xxxx**, fo na cumhachan a tha air am mìneachadh anns an litir tairgse gu h-àrd.

On behalf of **XXXXXXXXXXXX** I hereby confirm acceptance of the offer of a grant up to **£xxxx** under the conditions detailed in the foregoing letter of offer.

Daingnichte / Signed: _____

Ainm / Name: _____

Dreuchd / Position: _____

Latha / Date: _____