




Return your completed form  
here or scan and email to us. 

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## INTERPRETATION:

1.1 In this Agreement the following expressions shall have the following meanings unless the context otherwise requires:-

“You” - Your school//company/or the organisation you are signing on behalf of.

“We/Us” - NLP4Kids/Superheroes

1. By accepting these terms and conditions, you are indicating your agreement to enter a binding contract with NLP4Kids.
2. We cannot guarantee that any bid will be successful as the perimeters of the requirements can change without notice. Any unsuccessful bids can usually be adjusted to become successful. Please communicate with us as soon as possible if this is the case so that we can adjust your bid and reapply.
3. We will prepare your bid on a ‘No Win, No Fee’ basis. The bid, will usually be paid to your organisation directly but in some rare cases it may be paid to us. If the funds are paid to you, we trust that you will inform us when the bid is successful AND when the funds are paid. You agree that you will not use these funds for anything other than the services we have agreed with you and you will pay us as promptly as possible.
4. Depending on the amount of funding you receive, we will let you know what services will be available to you, over what period of time.
5. If your bid is unsuccessful you will not be charged any fees. If NLP4Kids have outsourced the bid writing to a third party we will pay the cost of their administration fees upon an unsuccessful bid.
6. If the funds you receive are paid to you, you will be required to spend the entire amount you receive with us. This payment to us will cover: The cost of the bid writing, administration, session planning provision of workbooks/worksheets, travel expenses, session evaluations, report writing, debriefing/updated to school staff, workshop delivery and/or coaching sessions. The only additional cost to the school is VAT which will be reclaimed.
7. We will prepare your funding application using information (including financial information data) supplied by your organisation. We are not responsible for any inaccuracies in that information.
8. Copyright - We own the copyright for any materials we share in our workshops and training that we provide for you.
9. Payment Terms - Please advise us of the total amount received at the time you receive it, so that we may invoice you for the full amount as required within 28 days of



receipt of the payment. We accept payment by cheque (made out to NLP4Kids Ltd) or BACS.

10. Conflicts of Interest – We will alert you if we become aware of any potential conflict of interest, or of any issue that could be perceived to be a conflict of interest.

11. Confidentiality - Any information of a confidential nature obtained during consultancy with you will be treated in confidence, unless it is information within the public domain or may otherwise be legally disclosed (e.g. if you give explicit consent for its disclosure).

12. Data Protection - NLP4Kids and the funders may use the personal data given to us in the process of preparing funding applications on your behalf. In these cases we will comply in full with data protection legislation obligations.

13. No applications for funding will be processed until we have all of the information required.

14. We will require the name and home addresses of two members of staff, one of which must be the head teacher. This is because our funders will perform a fraud prevention check. If you are unwilling or unable to give these details, please tell us as soon as possible so that we can release your reservation to another school.

15. Once we have received all of the required information, your bid will be written within 2 weeks (if we are applying for funding on your behalf). The funds will take 8 weeks to arrive if the funders do not have additional questions. In most cases funders may request that the service you are using your funds for begin 16 weeks after the funds are sent.

16. You will have a maximum of 12 months to use up the service we are providing.

17. Some funders insist that the funds are spent on services that take place out of teaching time: before school, after school, in lunch breaks or during school holidays. We will write a bid in accordance with this to give your bid the best chance of success. We will negotiate with you separately to make arrangements for the delivery of our services that suit the school and the practitioner, which will most likely be during the school day.

18. Once your funds have been received we will send you an invoice with a copy of a contract which relates to the delivery of service. You can see a copy of this contract in advance here (section 4): <https://nlp4kids.org/sch>. If you fail to return that document prior to the start date of your practitioner you will still be bound by it's terms.

18. We always aim to deliver services to a high standard of quality and within agreed timescales, but if you have any concerns at any stage please raise these as soon as possible so we can take the necessary action.

Please tick to confirm you have read these terms and conditions

I hereby agree to abide by the Terms and Conditions of the funded services supplied by NLP4Kids

Signed .....

Print Name .....

Organisation Name .....

Date .....