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**Pro Bono Application Form**

For qualifying organisations, Comspec Consulting is prepared to offer help and advice on a pro bono (zero or reduced-fee) basis. To apply for consideration, please complete this form and return to **info@comspec.co.uk**:

Organisation:

Applicant’s name:

Email address and phone:

What is the membership revenue of your organization?

How many members do you have? Paying: Non-paying:

How many employees do you have? Full-time: Part –time:

What is the charitable aim of your organisation?

Do you have a Charity Number? (Not essential)

What project or services would you like Comspec Consulting to undertake?

What timescale do you have in mind for the project?

Have you applied for any grant funding? No Unsuccessful Successful

Signed: Date:

*See terms of engagement overleaf:*

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**Comspec Terms of Engagement**

1. Comspec will not work pro-bono for any religious body, political organisation or highly localized charity.
2. Comspec will take all possible measures to ensure that timelines, delivery dates and attendances are met, but has limited resources to call on in the event of illness, holidays or other disruptions. Client will be required to test and approve trial systems and functions in a timely manner.
3. Comspec is not contractually connected in any way with Wild Apricot, other than as a listed services provider, and cannot warrant the quality, security and performance of the product or support services.
4. Comspec Consulting will use best endeavors to ensure that images, materials and sources do not infringe copyright, but the client should make their own checks before publication. Comspec cannot be held liable for any consequential actions against the client by any third party image, code or content owners.
5. Comspec Consulting can only be held liable for the cost of services provided and not any consequential loss incurred as a result of any data loss, malfunction, non-performance, or non-availability of the software, or any customizations of the system.
6. Comspec undertakes to take due care of members’ data and respect the client’s obligations under UK Data Protection Acts and GDPR.