

## Information and Responsibilities Capital Grants

The Tudor Trust aims to be a helpful and flexible funder and respond imaginatively to organisations' real concerns and priorities. We recognise that organisations are best placed to know what the problems are and what to do about them and are happy to support work which is untried and with uncertain outcomes. We trust the groups that we fund to do the work that is needed. However in order to ensure that the funding relationship is a productive one, both sides need to fulfil their responsibilities.

### 1. **Management committee responsibility**

Your organisation's management committee\* is responsible for ensuring that the grant is used for the charitable purpose for which it was agreed and to ensure that Tudor is consulted about any changes to that purpose. An officer# of your management committee needs to acknowledge the grant commitment by signing and returning the attached green sheet.

### 2. **Claiming the grant**

Your grant must be requested **in writing**. We make grant payments by direct transfer to your bank account; when you write to request that the grant is paid please provide us with your organisation's bank details by sending a photocopy of a recent bank statement.

To release a capital grant you will need to confirm in your letter that the project is going ahead substantially as outlined in your application and that you have sufficient funds to meet the full costs of the work to be done. Please provide a breakdown of these funds.

- **Building work, equipment or materials**

For building work you will need to send us photocopies of architects' interim certificates or contractor's invoices dated *after* our grant was awarded. These should add up to at least the value of the grant. If the grant is for equipment and/or materials please send us photocopies of recent invoices or orders. For individual items costing under £300, a list of items with the price and date you bought them will be sufficient.

- **Buying a building**

If the grant is for the purchase of a building it will normally be payable after contracts have been exchanged and just before completion. The payment can be released directly to your solicitor's client account so your solicitor will need to e-mail us or write to us with their bank details and confirmation of the completion date.

**3. Paying in instalments**

We can release a capital grant in a few smaller instalments if your own schedule of payments is spread over a number of months. We prefer a maximum of three instalments, but we can be flexible about this if you foresee cash flow problems. Your Grants Manager will be happy to talk to you about this.

**4. Payment of grant**

Once we have received the information detailed in points 1 and 2 we will write confirming arrangements for the payment of the grant. We aim to ensure that the payment reaches your bank account within seven working days of our receiving satisfactory information.

**5. Reporting**

Please send us a brief report once refurbishment work has been completed, a new building opened or new equipment is in use. We would usually expect to receive this end of grant report a year after the final payment is made, or at a time agreed between you and your Grants Manager - we will send you a reminder in any event. We would like to know what difference the improvements have made to the people you are working with, whether you have achieved what you intended and how you are now positioned for the future. If possible, please include a few photographs of the finished work with your report.

**6. Timescales**

Tudor is sometimes one of the first funders to make a grant commitment to a new capital project. We know that it can take some time to raise the rest of the funds required and get work underway. We can hold grants for up to two years. However, if the grant has not been taken up within a year of the date it was agreed, please send us an update on progress together with your latest annual accounts.

**7. Publicity**

We hope that this grant will help you to attract funds from other sources and are happy for our support to be mentioned to other funders or included in your annual report and accounts. If you have any questions about publicity please contact our Information Team on 020 7727 8522. We will include details of your grant in our annual report and accounts.

**8. Contact details**

We keep contact details for the named individuals representing your organisation on our database so that we can administer your grant and keep in touch as necessary. We will not use these details for any other purpose.

\*Management committee is the term we use to describe the group of people governing your organisation. You may use another term such as board of trustees, board of directors or executive committee.

# By officer we mean the Chair, Vice Chair, Treasurer or Secretary of your committee. This must not be a paid member of staff.