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# Funding guidelines

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Supporting positive change in communities

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Tudor makes grants to smaller community-led groups that support people at the margins of society.

Tudor's trustees are closely involved at every stage of the grant-making process and look forward to reading your application.

A good funding relationship is based on openness and trust. Tudor's trustees are keen to hear from our applicants what it is that they really need and to understand how we can best support them.

If you have any questions or need more advice once you've read these guidelines please call the Information Team on 020 7727 8522. If you are Deaf, or have other communication difficulties, you can email us on [access@tudortrust.org.uk](mailto:access@tudortrust.org.uk). This email address is only for use by people who would find it difficult to contact us by phone.

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## The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Introduction to Tudor

The Tudor Trust is an independent grant-making charitable trust. We fund a wide range of organisations working to support positive change in people’s lives and in their communities around the UK. We don’t have specific funding programmes designed to advance any particular agenda as we think that the groups we support are best placed to identify challenges and develop solutions.

This means that we support work which tries to meet the many different needs of people at the margins of society in a wide variety of ways. We are interested in how organisations tackle these needs, and their root causes. We are keen to work with organisations that have a real understanding of the challenges facing the communities they support, and a clear sense of the difference they seek to make through their work.

**“We trust the groups we fund and aim to build open and straightforward relationships with them.”**

We are interested in how organisations work, as well as in what they do: the key characteristics and qualities we look for are outlined on [pages 8 and 9](#) of these guidelines. There are some types of organisation and work that we will not consider for funding. See [page 10](#) for details.

As we receive more applications than we can fund we have a straightforward two-stage application process designed to reduce the time and effort organisations spend on their first approach to us. The application process is described on [page 12](#).

---

The Tudor Trust

---

**Introduction to Tudor**

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn’t fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# What kind of organisations do we support?

The Tudor Trust wants to support smaller groups, embedded in their communities, which work directly with people who are on the edges of mainstream society in ways which encourage inclusion, integration and independence.

We are particularly interested in supporting work that develops and promotes the social connections and relationships which make such an important contribution to the well-being and quality of life of individuals, and which strengthens communities.

It is clear from the experience of the groups we support that austerity policies have put communities and the organisations working within them under huge pressure. Many organisations have seen their funding reduce as need and demand has increased. Our sense is that things are not going to get better any time soon so we are keen to support organisations that can demonstrate their ability to adapt to this new reality while also imagining new ways of doing things.

Tudor's trustees are also particularly interested in supporting smaller, under-resourced organisations: in our experience smaller organisations are particularly well-placed to deliver positive change because they know their communities and can be highly responsive to need, providing an individualised and holistic response to the people they support. The best smaller-scale organisations also encourage participation and inclusion and contribute to the resilience of communities by offering opportunities for connection and engagement.

We are therefore much more likely to fund groups with an annual income of less than £1 million. In practice the majority of the organisations we support are much smaller than this: last year 77% of our grants went to groups with an annual income of less than £500,000. If you are from an organisation with an income of more than £1 million and want to discuss whether it is worth making an application please call the Information Team on 020 7727 8522 for advice.

---

The Tudor Trust

---

Introduction to Tudor

---

**What kind of organisations do we support?**

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# What kind of funder is Tudor?

We want to respond flexibly to your ideas and energy and to provide support in a way which is helpful and enabling.

Our funding guidelines are broad because we want to support the work that you really want to do. We aim to give you the opportunity and practical tools to do the work that you know is needed.

Our ability to be flexible can mean that we are in a good position to support organisations which are in transition, whether they are entering a period of growth and development or are responding creatively to challenging circumstances.

As an independent grant maker, an important part of our role is to support work which is untried and that has uncertain outcomes. However, we are not interested in innovation for innovation's sake: we also recognise the need for sound, practical work that seeks to bring stability and wellbeing into difficult places and situations.

We trust the groups we fund and aim to build open and straightforward relationships with them. We try to offer high levels of support and engagement when this is helpful and appropriate. Our two-stage application process gives us more time to work creatively with applicants who reach the second stage. Through careful listening and constructive dialogue we hope to give you the opportunity to think about your options and develop a proposal that focuses on the real needs of your organisation and the people you are working with.

**“We don’t have specific funding programmes designed to advance any particular agenda as we think that the groups we support are best placed to identify challenges and develop solutions.”**

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

**What kind of funder is Tudor?**

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# What sort of grants can we make?

Because we try to respond to the needs identified by organisations themselves, many of our grants take the form of **core funding**: funding which goes towards the core costs of running an organisation, including salaries, overheads and day-to-day running costs.

Sometimes we may decide to offer **unrestricted funding**, through a grant which can be used as an organisation's trustees wish to further its charitable objectives.

We can also provide **project grants**, **capital grants** for buildings or equipment and **grants to help strengthen your organisation**. There is no maximum or minimum grant, though in practice it is unusual for us to make a grant of less than £10,000.

In some situations we may look at making a short-term loan if this is the most helpful solution and you can demonstrate how you can pay it back: if you are interested in loan funding please ring the Information Team on 020 7727 8522 for advice before making an application.

Usually we make grants that run for one, two or three years. We understand that tackling deep-rooted problems takes time so we regularly fund over a longer period, usually by making a further grant following on from the original one. However, our interest in supporting work in the longer term has to be balanced against our need to encourage new groups and new thinking. This means that our funding can't continue indefinitely.

Tudor aims to be a helpful and flexible funder and we want to respond imaginatively to your organisation's specific concerns and priorities. Although our primary focus is grant making we also engage with the groups we fund in other ways, offering advice and development support where this is needed. We're particularly keen to work with organisations where this kind of enhanced engagement will be of real benefit and make a significant contribution to what they want to achieve.

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

**What sort of grants can we make?**

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Who can we fund?

We can only fund work which is charitable but you don't have to be a registered charity to apply to us. We can consider your application if:

- you are seeking support for work that has a **charitable purpose** and
- the application comes from **an organisation** which has both a constitution and a bank account. We can make grants to groups operating under a range of legal structures including registered charities, unincorporated associations, community interest companies and industrial and provident societies. We don't make grants to individuals.

When we assess applications we are looking for a mix of characteristics and qualities in your organisation, your work and what you aim to deliver. One of the crucial things we look for in the applications we receive is a strong focus on support for the most marginalised – on those individuals and communities who have limited access to resources and opportunities. We don't work to a single definition of marginalisation: we rely on our applicants to share their understanding of marginalisation with us and we also assess this in relation to the full range of applications we receive.

**“We want to support smaller groups, embedded in their communities, which work directly with people who are on the edges of mainstream society in ways which encourage inclusion, integration and independence.”**

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

**Who can we fund?**

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# What are we looking for?

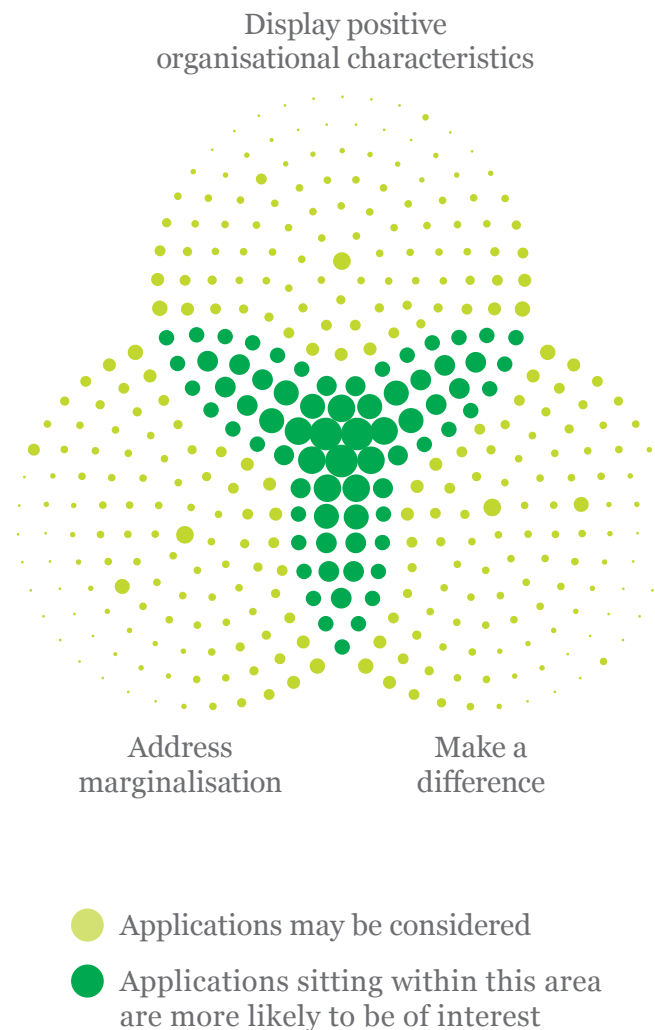
In this section we give an overview of what we are looking for when we consider an application.

Tudor wants to support organisations which:

- [Address marginalisation](#)
- [Display positive organisational characteristics](#)
- [Make a difference](#)

We don't expect every application to demonstrate all of these characteristics and qualities but we are looking for a combination of them when we review a first-stage proposal. We are likely to be more interested in applications which combine qualities from all three of these areas, though there will be occasional exceptions to this.

The diagram opposite may help you to visualise our approach. We explain more about what we are looking for under each heading on the [next page](#).



The Tudor Trust
Introduction to Tudor
What kind of organisations do we support?
What kind of funder is Tudor?
What sort of grants can we make?
Who can we fund?
<a href="#">What are we looking for?</a>
What Tudor doesn't fund
Deadlines and timescales
How to apply
Guidance on answering the five questions
Guidance on completing the organisation details sheet
The second-stage application
Feedback?
If you receive a grant
Re-applying to Tudor
Final checks
Contact



## What are we looking for?

Tudor wants to support organisations which:

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### Display positive organisational characteristics

- Encourage and develop positive social connections and relationships
- Are embedded in their community and can identify and channel the potential within that community
- Have vision, energy and commitment and are reflective and open to change
- Want to make a step change in the way they work, but need support to do this
- Listen to and are responsive to their users and give users a voice
- Offer longer-term engagement and support
- Make good use of the resources they have

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### Address marginalisation

- Engage with a marginalised community *or* engage with a particularly marginalised group of people or ‘community of interest’
- Provide direct support to individuals who are in real need
- Are rooted in overlooked and neglected areas where funding is hard to come by
- Affect the lives of marginalised people and communities in a positive way

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### Make a difference

- Generate a ripple effect – a wider impact beyond the immediate beneficiaries of the work
- Display new thinking or demonstrate best practice: offer an exemplar others can learn from
- Are interested in reflecting on their work and are generous in sharing their findings with others

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

### What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# What Tudor doesn't fund

Although Tudor is a broad-based funder there are some things that we don't fund.

To save yourself time and effort please check this exclusions list before starting work on your proposal. If you're not sure whether you can apply, or have any questions about eligibility, please call the Information Team on 020 7727 8522 for advice.

## Exclusions

- Individuals, or organisations applying on behalf of individuals
- Larger charities (both national and local) enjoying widespread support
- Statutory bodies
- Hospitals, health authorities or hospices
- Medical care, medical equipment or medical research
- Universities, colleges or schools
- Academic research, scholarships or bursaries
- Nurseries, playgroups or crèches
- Uniformed youth groups
- One-off holidays, residentials, trips, exhibitions, conferences, festivals, concerts, events etc

- Community transport schemes
- Basic food bank provision (where there isn't wider holistic support)
- Animal charities
- The promotion of religion
- Routine repairs and minor improvements to community buildings (community centres, church halls, village halls etc)
- Landscaping or equipment for playgrounds, parks or recreation areas
- Arts, culture and heritage (where there isn't a strong social welfare focus)
- Sports and leisure (where there isn't a strong social welfare focus)
- The restoration or conservation of buildings or habitats (where there isn't a strong social welfare focus)
- Work outside the UK. We run a targeted grants programme promoting ecological agriculture in Zimbabwe, Kenya and Uganda but we don't consider unsolicited proposals from groups working overseas
- The promotion of philanthropy and endowment appeals
- Retrospective funding: costs that have already been incurred

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

[What Tudor doesn't fund](#)

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Deadlines and timescales

There are no deadlines – Tudor makes grants on a rolling basis so you can apply at any time.

When we receive your application we will send you an email to confirm that it has arrived safely. We then aim to let you know within a month whether your application has progressed to the second stage. Once an application gets to the second stage it usually takes around three months for you to receive a final decision.

So on average it takes around four months for a grant to be approved: please bear this in mind when you are thinking about the best time to apply.

## Grant prospects

Tudor has broad and open guidelines so inevitably we receive many more applications than we can fund. Last year we received 2,931 applications. In practice, around **one in ten** applications receives a grant.

This is why we have a two-stage application process. We realise that putting together a full funding application is demanding and time consuming so we ask all applicants to complete a brief first-stage proposal instead.

If you reach the second stage your chance of success will be much higher. But a grant isn't guaranteed: a few applications drop out before they reach the final committee stage and not all applications discussed by committee members will get a grant.

**“One of the crucial things we look for in the applications we receive is a strong focus on support for the most marginalised – on those individuals and communities who have limited access to resources and opportunities.”**

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

**Deadlines and timescales**

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# How to apply

If you would like to make a first-stage proposal please send us:

**1. An introductory letter on your organisation’s letterhead.**

Use this letter to introduce your work, set your work in context or provide us with information that does not sit comfortably elsewhere.

**2. A completed organisation details sheet.** This can be found on [our website](#). See [page 14](#) for further guidance on filling in this sheet.

“Tudor’s trustees are keen to hear from our applicants what it is that they really need and to understand how we can best support them.”

**3. Your answers to these five questions, on no more than two sides of A4. Please try to answer them individually, using the questions as headings for your responses:**

- a. Please tell us about the work you do.
- b. What practical difference do you want to make?
- c. Tell us something about the community you work with and the challenges it is currently facing.
- d. What strengths and opportunities do you see in your community?
- e. How can Tudor best help you?

Your answers to these questions, and your introductory letter, help us to understand your organisation and how you work within the context of your community. See [page 13](#) for guidance on answering these questions. At this stage we don’t need a detailed description or full costings of the work you are seeking funding for: we look forward to discussing these areas with you if your application reaches the second stage.

**4. A copy of your most recent annual accounts, and annual report if you produce one.** If your organisation is too new to have annual accounts please send a photocopy of a recent bank statement instead, but if you have accounts we do need to see them at this stage. Please don’t send any other supporting documents.

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn’t fund

---

Deadlines and timescales

---

[How to apply](#)

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Guidance on answering the five questions

We are interested in finding out whether you have some of the key characteristics and qualities we are looking for as this helps us to identify the groups we think we are best placed to help.

- If you would find it difficult to make an application following our usual format, for whatever reason, please contact us to discuss how we could make things easier. You can call the Information Team on 020 7727 8522 or, if you are Deaf or have other communication difficulties, you can email us on [access@tudortrust.org.uk](mailto:access@tudortrust.org.uk)
- Don't worry about making your application 'professional' or glossy – we are looking for openness and a clear sense of the work you do and how and why you do it. Ultimately we want to understand the vision and energy that inspire your work and how you think the Tudor Trust could help develop it.
- Make sure that your application tells us how many people your organisation works with (or the number of people you hope to reach if you are looking for funding for a new project or are a new organisation). This helps us to get an idea of the scale and scope of your work.

- Remember that when we use the word community we don't just mean your local area: your community can also be a 'community of interest' – a group of people with a particular shared need, experience or identity.
- If you are applying for a capital grant please remember that we are most interested in what goes on inside the building and want to understand the difference building improvements would make to your work.

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---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

**Guidance on answering the five questions**

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Guidance on completing the organisation details sheet

Please answer all the questions – if anything doesn't apply to you please write 'NA' (not applicable) in the space rather than leaving it blank. A few key points:

- **Legal name/working name:** we need to know your organisation's legal name – the name which is set out in your governing document and which matches the name on your annual accounts and bank statements. If your organisation has a working name – a name you are more commonly known by – please tell us this as well.
- **Charity number:** if you are a charity please give your charity number here (but we don't need your company number or CIC number if you aren't a charity). Remember that you don't have to be a registered charity to receive funding from Tudor; we can also make grants to other organisations as long as the grant is used for charitable purposes.

- **Trustees:** tell us here about the group of people governing your organisation. If you are not a charity please tell us about your board of directors, management committee, executive committee etc.
- **Free reserves:** any unrestricted funds you hold (funding which is not committed or designated and not tied up in fixed assets such as a building or equipment).
- **New organisations with no accounts:** you will not be able to complete the sections asking for figures from your latest annual accounts. Please send us a photocopy of a recent bank statement.
- **Signature of Chair, Vice Chair or Treasurer:** the organisation details sheet **must** be signed by one of these people, even if it has been completed by a member of staff. A paid employee shouldn't sign this sheet, even if they are also an officer of the management committee.

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

[Guidance on completing the organisation details sheet](#)

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# The second-stage application

If your application is taken to second stage a member of Tudor’s staff will get in touch with you to introduce themselves as your grants manager and discuss the next steps.

At the second stage we want to identify the information we need to move your application forward and discover how best Tudor could support your organisation and its work.

Sometimes, in talking through your application, some rethinking takes place which means that the request that goes to our trustees has developed from the one you originally submitted. There are no standard forms to complete at the second stage: the assessment process usually involves a detailed telephone conversation or sometimes a visit, though unfortunately we can’t visit everyone.

Tudor considers all applications as quickly as possible. We aim to make a decision on most applications within three months of their progressing to the second stage, although in some circumstances we can act more swiftly. Complex applications sometimes take longer to develop.

**“We are keen to work with organisations that have a real understanding of the challenges facing the communities they support, and a clear sense of the difference they seek to make through their work.”**

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn’t fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

**The second-stage application**

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---



# Feedback?

Every first-stage application we receive is assessed by two members of staff and a trustee.

Tudor's resources are limited and the trustees have to make hard choices: this means that the vast majority of the many excellent applications we receive cannot be taken beyond the first stage.

We don't provide individual feedback on why we are not taking a proposal through to second stage, but in most cases there is nothing 'wrong' with an application we turn down. Sometimes we don't take an application forward because other applications seem stronger in particular areas, such as their focus on marginalisation or the wider impact of the work being undertaken.

Sometimes we have more 'internal' reasons for saying no, to do with maintaining a degree of balance in our grant making. For example we may feel that we are potentially funding too much of a certain type of work or that a disproportionate amount of funding is going to a particular part of the UK.

In other situations the decision on whether to take an application forward may be based on the level of benefit we think an organisation may derive from the additional engagement, beyond a grant, which Tudor can offer.

We will give individual feedback if you don't receive a grant following engagement at the second stage.

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

**Feedback?**

---

If you receive a grant

---

Re-applying to Tudor

---

Final checks

---

Contact

---



# If you receive a grant

Your grants manager will write to you with the trustees' decision on your application.

If we have made a grant this letter will let you know why our trustees were keen to support your work and will include straightforward terms for its payment. You can also find our [grant conditions](#) on our website.

We will also discuss with you how you might assess and report back on your progress during the life of your grant, in a way that is useful to you as well as to us.

One of the things we will ask you to think about as you develop your full application is how you will judge whether your work has made a difference. When you report back to us you can then tell us about your assessment of the work you are undertaking, and about important milestones you have reached. We are always interested in learning about what works – and about what doesn't.

**“Our ability to be flexible can mean that we are in a good position to support organisations which are in transition, whether they are entering a period of growth and development or are responding creatively to challenging circumstances.”**

---

The Tudor Trust

---

Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

**If you receive a grant**

---

Re-applying to Tudor

---

Final checks

---

Contact

---

# Re-applying to Tudor

If your organisation has previously been refused funding by Tudor please don't re-apply until at least 12 months after the date of the refusal letter.

An organisation can normally only have one grant at a time from Tudor, so please don't apply for a further grant if you are already a grant holder. If you would like to discuss changes to how your current grant can be used, or options around using Tudor's support more flexibly, please discuss this with your grants manager.

If you are currently receiving a revenue grant from us and want to apply for **continuation funding to develop the same area of work** please reapply well before your current funding runs out. We can consider requests for continuation funding from three months after the final payment of your current grant.

We strongly suggest that you contact your grants manager for advice before making an application for continuation funding. While we can accept continuation funding applications that simply respond to our usual first-stage questions, your grants manager may suggest that you answer different questions or write something more focused about the work our funding has supported so far. This may help you to make a stronger case for a new grant.

If you want to apply for a **grant for a completely new area of work** we ask you wait until the previous grant has ended – usually 12 months after the date of the final payment.

**“We understand that tackling deep-rooted problems takes time so we regularly fund over a longer period, usually by making a further grant following on from the original one.”**

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The Tudor Trust

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Introduction to Tudor

---

What kind of organisations do we support?

---

What kind of funder is Tudor?

---

What sort of grants can we make?

---

Who can we fund?

---

What are we looking for?

---

What Tudor doesn't fund

---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

**Re-applying to Tudor**

---

Final checks

---

Contact

---

# Final checks

Remember to make a copy of your proposal before sending it to us.

Please don't send any additional information with your first-stage proposal but make sure you have included all the information we ask for:

- Your introductory letter
- A completed organisation details sheet
- Your answers to our five questions on no more than two sides of A4
- Your most recent annual accounts and annual report, or a photocopy of a recent bank statement if your organisation is too new to have accounts

You can send us your application by post or by email. Please post your proposal to:

The Trustees  
The Tudor Trust  
7 Ladbroke Grove  
London W11 3BD

If you would like to apply by email you can find full instructions on [our website](#).

The trustees look forward to hearing from you.

**“We want to understand the vision and energy that inspire your work and how you think the Tudor Trust could help develop it.”**

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---

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---

Deadlines and timescales

---

How to apply

---

Guidance on answering the five questions

---

Guidance on completing the organisation details sheet

---

The second-stage application

---

Feedback?

---

If you receive a grant

---

Re-applying to Tudor

---

**Final checks**

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[www.tudortrust.org.uk](http://www.tudortrust.org.uk)  
🐦 @thetudortrust

Company limited by Guarantee No. 5196041  
Registered Charity No. 1105580

If you still have questions about how to apply or need guidance on any aspects of these guidelines please call the Information Team on 020 7727 8522. Alternatively, if you are Deaf or have other communication difficulties please email us on [access@tudortrust.org.uk](mailto:access@tudortrust.org.uk) and we will do our best to help.