

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 for ensuring 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 grant acceptance form.

2. **Claiming the grant**

Your grant must be requested **in writing**, by emailing your Grants Manager. 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 emailing a scanned copy or photo of a recent bank statement - one that is less than three months old.

To release a capital grant you will need to confirm in your email 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 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. Every time you email your Grants Manager with a payment request please attach a scanned copy or a photo of a recent bank statement - one that is less than three months old - to reconfirm your bank details. We can't make a grant payment until we have received this bank statement.

4. Informing us of serious incidents or significant changes

Please let us know immediately if you think a serious incident may have taken place within your organisation - this could be related to loss of charity money or assets; damage to property; harm to its beneficiaries, staff or volunteers (including safeguarding incidents); or harm to its work or reputation. Your grants manager will be happy to discuss any of this with you, so please feel free to give them a ring or drop them an email if you are unsure or just want to talk it through.

Please also keep us informed about any significant changes that will have an impact on your organisation - for example the departure of a key member of staff, a major change of direction or policy, a proposed merger or a severe funding crisis.

5. Payment of grant

Once we have received all the information we need we will write confirming arrangements for the payment of the grant. We aim to ensure that the payment reaches your bank account within 12 working days of our receiving satisfactory information.

6. Reporting

Please send us a brief report once the work has been completed. 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.

7. 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.

8. Publicity

We have no requirements as to publicity, but are happy for you to mention our grant to other funders, in your annual report and accounts or in press coverage. If you would like to use our logo, or have any questions about publicity, contact the Information Team on 020 7727 8522. We will include details of your grant in our annual grants review.

9. 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.