



Weston Anniversary Fund Grant Terms & Conditions

Following careful consideration, the Trustees of the Garfield Weston Foundation are pleased to award a Weston Anniversary Fund grant to your organisation. This grant is subject to the terms and conditions which are set out below. By presenting the grant cheque to your bank you are deemed to have accepted these terms and conditions.

Grants

1. The grant may be used only for the purposed outlined by your organisation in your grant application to the Weston Anniversary Fund which was approved by the Trustees. If you are unable to use the grant for the specific purpose for which it was intended, please contact the Foundation before spending any portion of the grant.
2. We understand that projects sometimes change as they develop. If any significant changes are likely to be made to the project's scope of scale, before or during implementation, or if the project's timetable is delayed, it is important to inform us immediately and to obtain approval for any variations. Where changes are made without our agreement, we may consider reclaiming any funds have not been used for the intended purpose.
3. By accepting this grant, you are agreeing to comply with the timings outlined within the Weston Anniversary Fund guidelines and within your application.
4. If your grant is to fund a new or replacement vehicle, we expect you have to purchased the vehicle and for it to be operating within six months of this grant being made (i.e. before the 8th April 2019)
5. For all other capital projects funded by the Weston Anniversary Fund, we expect these to be completed by the 31st December 2020. If, once you have cashed your grant cheque, you envisage the timescales of your project changing you must contact us straight away to explain the situation and request approval for any extension to the terms of the grant.
6. On completion of your project, any unspent portion of the grant must be returned to us.
7. The Foundation may require repayment of a grant if you become insolvent or go into administration, receivership or liquidation.
8. If your organisation does not meet the requirements set out in this document, the Foundation reserves the right to reclaim some, or all, of the grant at any time.

Acknowledgement

The Foundation requests that capital grants made through the Weston Anniversary Fund are acknowledged in a timely and appropriate way. Please adhere to the following grant stipulations:

1. Please include our name in your organisation's annual report and accounts and in any newsletter or updates you may produce, including on your website.
2. If you have received funding for a vehicle, we will make a template of the Foundation's Anniversary logo available to you so that your local supplier of choice can create branding to be applied to your vehicle. This logo must be displayed on the back and sides of your vehicle and must be a minimum size of 40cmx40cm. If your vehicle can accommodate a larger logo, please scale the template up appropriately;
3. If you have received funding for refurbishments or improvements to an existing building or towards the purchase of a property, please acknowledge the Weston Anniversary Fund on a donor board or similar mechanism and display this prominently in a well-used place within your building such as a main hall, reception area etc. Our Anniversary logo can be found on the grants holders section of our website - <https://garfieldweston.org/grant-holders/logo-and-comms>. Please contact us if you require any guidance.



4. If you have received funding for an extension, new building or towards the purchase of a building, you may want to consider naming all or part of the building after the Weston Anniversary Fund or Weston Family e.g. Weston Hall, Weston Learning Space or whatever is appropriate for your facility. Please contact us for guidance.

Publicity

Occasionally the Foundation asks its grantees to help increase the profile of its grantmaking within a specific region or area of work in order to encourage eligible organisations to apply for funding. By accepting this grant we expect that you will be happy to participate in any such activity. We may wish to feature your project or organisation as a case study and hope that you will be happy to participate with our requests for quotes, pictures etc.

Reporting

We ask for two grant reports related to your Weston Anniversary Fund. The scheduling and details of these reports are as follows:

1. Update Report due 30th August 2019

We will ask for a summary of how our grant has been spent and pictures of either the finished result of progress made to date. We will ask you to report back on all the key areas you identified within your application that would change as a result of your project, which may include:

1. How many people have benefited from the project
2. How does this compare to your projected numbers within your application
3. If you anticipated cost savings within your application, have these been realised? If so, what amount have you saved to date?
4. If your project enabled you to reach a new area or a new community/clientele, has this been successful? Tell us how you are measuring this and what the results are.
5. Any other ways that the project has impacted your organisation e.g. increased profile locally, greater partnership working etc
6. What has your organisation learnt?

2. Second Update Report due 30th December 2020

Similar to the first report, we will ask you to report on the key areas you identified within your application and provide a summary of the ongoing impact of the project both to your organisation and within your local community.

You will receive an email from us when your grant is made with a link to where you need to upload your grant reports. We highly recommend you save this email. You can also access your online account from the Grant Holders section of our website <https://garfieldweston.org/grant-holders> We will provide an easy to use form for you to fill in for each grant report.

Evaluation

The Foundation will be appointing a third party to conduct an independent evaluation of the Weston Anniversary Fund and you may be asked to participate in this research study. By accepting our grant, you are agreeing to participate and to share data with our appointed third party for up to three years after your Weston Anniversary Fund grant has been made.

If you have any questions about these terms and conditions, please contact the Foundation on 020 7399 6565.