



Garfield Weston
FOUNDATION

Weston Culture Fund Grant Terms & Conditions

Following careful consideration, the Trustees of the Garfield Weston Foundation are pleased to award a Weston Culture Fund grant to your organisation. By accepting the grant payment, you agree to the following terms and conditions.

Grants

- The grant may be used only for the purposes outlined by your organisation in your application to the Weston Culture Fund which was approved by the Trustees.
- We recognise that your organisation's plans and activities are likely to change throughout 2021 due to the pandemic. We expect you to contact us if your budget for the year changes by more than 10% or significant changes are likely to be made to the scope and scale of activity as outlined in your Weston Culture Fund application. Where changes are made without our agreement, we may have to consider reclaiming any funds that have not been used for the intended purpose.
- By accepting this grant, you agree to spend the funding within 12 months i.e., by 31 January 2022, unless you request approval for a grant extension prior to this date.
- The Foundation may require repayment of a grant if you become insolvent or go into administration, receivership, or liquidation.
- Your organisation is not eligible to make a further application to the Foundation until at least 31 January 2022 and we have received your completed end of grant report.
- In accepting this grant, you are confirming that your organisation has the appropriate safeguarding policies in place and that your organisation will:
 - Comply with such laws and practice for the duration of the grant period
 - Exercise appropriate oversight of any partner or supplier personnel or organisations
 - Report to the Foundation any safeguarding incidents which occur in connection to work the Foundation is funding which lead to the organisation making a Serious Incident Report to the Charity Commission or to taking equivalent action in the case of an organisation which is not required to be registered with the Charity Commission.
- 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.

Reporting

- We require an end of grant report to be submitted by 31 January 2022 at the latest, or at the end of any pre-agreed extended grant period.
- The Foundation will conduct an evaluation of the Weston Culture Fund and will therefore seek to understand a variety of elements as to how your grant has been spent, how the pandemic has continued to affect your organisation and its audiences and what challenges and successes you have encountered. We will create a Weston Culture Fund grant report form to capture this information which will be sent to you later in the year. Please submit your final report online via the Foundation's website using the same online account you created to submit your application to us. Please note that any information you submit to us will remain confidential, though any themes and trends identified as part of our overall Fund evaluation may be included in our public reporting.



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Acknowledgement

- Please familiarise yourself with the Grant Holders section of our website www.garfieldweston.org/grant-holders/weston-culture-fund-grantees where you will find the Foundation's logo, a quote from our Director should you wish to use it in your communications, and other guidance on how to acknowledge the Foundation's support.
- The Foundation requests that this grant is acknowledged in an appropriate and timely way. Please include our name and your Weston Culture Fund grant in your organisation's accounts and in any newsletters or updates you may produce, including on your website.

Social Media

- If you would like to announce your grant on Twitter please use the hashtag **#WestonCultureFund** and tag the Foundation using **@WestonFdn**.

Publicity

- Occasionally we ask grantees to help increase the profile of the Foundation's grant-making within a specific sector or region in order to encourage eligible organisations to apply for funding. We also include grantees as 'case studies' on the Foundation's website and annual report for a similar purpose. By accepting this Weston Culture Fund grant, we expect that you will be happy to participate in any such activity and will respond to requests for high resolution images, quotes etc.

Invitations

The Trustees are always delighted to receive invitations to events – either in-person but most likely virtually during the current pandemic. These should be sent via email to culturefund@garfieldweston.org Trustee diaries are checked automatically when invitations are received, and we respond to all RSVP invitations. We regret that it may not be possible to attend, however please do continue to let us know of events you are running as these help us to keep in touch with your activities.

If you have any questions about the Weston Culture Fund terms and conditions, please contact the Foundation on 020 7399 6565