



Following careful consideration, the Garfield Weston Foundation is pleased to award a grant to your organisation. By accepting a grant from the Garfield Weston Foundation you agree to the following general terms and conditions. Any deviations to these will be set out in your grant letter.

Grants

- 1 The grant may be used only for the purposes outlined by your organisation in the grant application which was approved by the Trustees. If there are any specific restrictions these will be contained in your grant letter. 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 or 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 that have not been used for the intended purpose.


- 3 We require an end of grant report to be submitted at the end of your grant period. Typically this is 12 months from the date that we inform you of your grant. We may ask for more frequent reports in some circumstances and this will be covered in your grant letter. We do not require your report to be in a specific format or to be to a specific length, however we will wish to understand how the project has progressed against time and budget and whether any particular challenges have been encountered or if there have been any specific successes to report. Essentially we will want to understand how the grant has been spent and the difference it has made to your organisation's work. If you applied for a grant online, please log in to your Garfield Weston Foundation online account via our website www.garfieldweston.org and submit your report to us online. This will be the same online account which you created to submit your application to us. If you made a postal application, please send us a hard copy of your report by post to our usual address.

- 4 On completion of a project, any unspent portion of the grant must be returned to us. If, once you have received the money, 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.

- 5 The Foundation may require repayment of a grant if you become insolvent or go into administration, receivership or liquidation.

- 6 Your organisation is not eligible to make a further application to the Foundation until at least 12 months have passed from the date of your grant offer letter. In some cases the Foundation may extend this timeframe, in which case the terms will be contained in your grant award letter.

- 7 In accepting this grant you are confirming that your charity 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 or project being funded
 - exercise appropriate oversight of any downstream personnel or organisations
 - report to the Foundation any safeguarding incidents which occur in connection with a project funded by the Foundation which lead to the charity making a Serious Incident Report to the Charity Commission or to taking
 - equivalent action in the case of a charity which is not required to be registered with the Charity Commission



8 You will inform us of any serious incident report your organisation makes to the Charity Commission (or equivalent in Scotland or Northern Ireland) during the lifetime of our grant, or any serious incidents that meet this threshold if you are not regulated by the Charity Commission. Similarly you will notify us if the Charity Commission opens an investigation into any of your practices.

9 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.

Multi-Year Grants

If you have been awarded a multi-year grant, please note we require an update/progress report every 12 months until the end of your grant period. To request your next instalment, please send us the following three things along with a request for the next tranche of funds:

- your update/progress report (please see below for details)
- a copy of your most recent set of annual accounts
- updated banking information supplied via your online account or on our bank details request form

Your update/progress report should be no more than 4-5 pages please and outline the following things:

- details of how the last portion of the grant was spent – this would include details of your progress in achieving the aims set out in your original application, including the number of beneficiaries and outcomes, as well as any notable successes or difficulties you have encountered
- an outline of key priorities for the forthcoming year
- please make it clear if there are any changes to the plans in your original proposal including changes to the budget or timescales
- anything else – please tell us anything else you feel our Trustees should know about your organisation or work

Pledges

In some instances the Foundation may offer a grant to be paid when specific conditions have been met (for example when your organisation has raised a certain level of funds). In this instance you will receive a Pledge Letter which will outline what the conditions are and a Pledge Release Form. We would encourage you to use our pledge to help strengthen your case with other funders you may apply to. However, we would advise against acknowledging our pledge publicly and on social media, until such time as the conditions of the pledge have been met and the grant has been released.

At the point you believe the conditions have been met, grants should be claimed by filling in the Pledge Release Form which enables you to give us the information we require in a simple format. If you applied online, please upload this form through your online account. If you submitted a postal application please send the form by post to our usual address. Payment will only be made if the Foundation is satisfied that your organisation is in a position to spend the money and the conditions have been met satisfactorily.



Acknowledgement

The Foundation requests that the grant is acknowledged in an appropriate and timely way, though we appreciate that how this is done will depend on the nature of the organisation and the project. For grants towards core costs please include our name in your organisation's accounts and in any newsletters or updates you may produce, including on your website. For capital grants please include the Foundation name and/or logo on your donor board. Our logo can be downloaded from the Grant Holders section of our website www.garfieldweston.org If you require our logo in another format, please contact us.

For grants of £100,000 or greater we will discuss options with you – this may involve the naming of a specific space or room within a building, or of a particular project or scholarship.

Publicity

Occasionally the Foundation may ask its grantees to help increase the profile of its grantmaking within a particular region or area of work in order to encourage eligible organisations to apply for funding. If so, this will be specified within your grant letter and we will ask you to contact our Grants Team.

Social Media

If you would like to announce your grant on Twitter you may wish to tag the Foundation using @WestonFdn. Unfortunately due to the large number of grants we make each year we are unable to commit to tweeting about grants. We do however encourage you to tag us when you share updates in your project so we can keep up to date and 'like' your tweet where possible.

Invitations

We are delighted to receive invitations to events related to your charity's work or to the specific project we have supported. These should be sent to the Foundation's office for the attention of the Director. 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 to keep us in touch with your activities.