

# Grant Terms and Conditions

The Garfield Weston Foundation is pleased to offer a grant to your organisation. By accepting a grant, you agree to the following general terms and conditions. Any changes or additions to these will be set out in your grant confirmation email and please keep this email for your records. From time to time we update our terms and conditions so please check our [website](#) for the latest version.

The Foundation reserves the right to reclaim some, or all, of your grant if your organisation does not meet the requirements set out in these terms and conditions. This also applies if your organisation doesn't meet any specific requirements that apply to your grant. These will be made clear in your grant confirmation email.

## Use of grants

- Our Trustees have approved your grant based on the information you provided in your funding application. Your grant can only be used for the purposes outlined in your application. If there are any specific conditions or restrictions, these will be clear in your grant confirmation email.
- If you are unable to use your grant as outlined in your application, please contact the Foundation immediately. We will discuss your situation and agree a way forward.
- If you are not going to be able to complete your project within your grant period, get in touch with us immediately. We can discuss this with you and if possible agree a grant extension.
- We understand that projects sometimes change as they develop. It is important that you inform us immediately of any proposed changes so we can approve these. If changes happen without our agreement, we reserve the right to reclaim some, or all, of your grant.
- Core cost/operating grants: you can use your core cost/operating grant towards your organisation's general costs. You are NOT able to use your grant for any of the following purposes:
  - endowment appeals
  - building up reserves
  - paying off loans
  - feasibility studies
  - staff redundancies
  - insolvency costs
- If, for any reason, you cannot spend your grant within your grant period, please contact us to agree how the underspend is to be handled.
- The Foundation may ask for the repayment of a grant if you become insolvent or go into administration, receivership or liquidation.

## Reporting

Grant reports are how we learn about our charity partners. By accepting our grant, you agree to report back on how your organisation has spent the money. We require the following for our different grant types:

- **Operating/core cost grants** 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 we inform you of your grant. If we require more regular grant reports, this will be clear in your grant confirmation email.
- **Project/capital grant** The end of your grant period is the same as the project end date you supplied as part of your application. If your project ends sooner than you originally planned, you are welcome to send in your end of grant report, but your grant period will remain a minimum of 12 months from the date of your grant confirmation email. We require your end of grant report to be submitted shortly after your project end date.
- **Multi-year grant** We require an update report every 12 months from the date we inform you of your grant until the end of your grant period. If we don't receive these update reports we aren't able to release your subsequent grant payments. Please refer to either the [Operating/core cost](#) or [Project](#) sections of our website, depending on which type of grant you have, for details of what you need to include in your grant report. After your grant report has ended, we will require an end of grant report.
- Please refer to our [Top tips for grant reports](#) for what to include in all end of grant reports.
- Your organisation is only eligible to apply again when your current grant period has ended, your project has been completed (where relevant) and we have received your end of grant report. In some cases we may extend this timeframe which will be clear in your grant confirmation email.

## Pledges

Sometimes the Foundation offers a grant that is paid when specific conditions are met. Typically this is when the full project costs are secured and the project is definitely going ahead. In this case you will receive a pledge confirmation email. This will outline what your pledge conditions are.

Please refer to the [Pledges](#) section of our website to learn more about what having a pledge means and how to access the funding when you are ready. Payment will only be made if the Foundation is confident that your pledge conditions are all met.

## Safeguarding

We expect our grant holders to have appropriate safeguarding policies in place. By accepting this grant, you confirm that your organisation will:

- Comply with such laws and practice for the duration of the grant period of funded project
- Exercise appropriate oversight of any downstream personnel or organisations
- Inform us of any serious incident report your organisation makes to the Charity Commission (or equivalent in Scotland or Northern Ireland) during your grant period, or of any serious incidents that meet this threshold if you are not regulated by the Charity Commission.

### **Acknowledging the Foundation's support**

We ask that you acknowledge your grant in an appropriate and timely way. We appreciate that how this is done will depend on the nature of your organisation and its work.

Refer to [Grant holders](#) for information on how to acknowledge our support depending on which type of grant you have. [Our logo](#) can also be downloaded from the same section of our website.

For grants of £100,000 or more we will discuss acknowledgement options with you. These will depend on your organisation and its work. Examples may be naming a space within a building, or of a particular project or scholarship.