

The Wolfson Family 
Charitable Trust

 Our Grant
Conditions

www.wfct.org

The Wolfson Family Charitable Trust's grants are awarded subject to the following conditions:

- 1** The grant is to be used only for the purposes outlined in your application and as stated in your *Letter of Award*. By returning the signed *Award Acceptance* and by submitting a claim for payment of the grant, you confirm your acceptance of the conditions within the *Letter of Award* and this leaflet.
- 2** The grant will not be increased for any reason.

Capital projects

- 3** The Wolfson Family Charitable Trust should be consulted if there is a material change to the nature or cost of the project. We also expect to be consulted on any material change to the use of the building (including after the grant has been fully paid).
- 4** The building and/or any equipment associated with the grant must be properly maintained.

Public acknowledgement

- 5 Award holders should acknowledge the Wolfson Family Charitable Trust's support in any relevant published or public communication. You can find further guidance on our website at: www.wolfson.org.uk/grant-holders/press-publicity
- 6 Any communication or media release relating to this award should be approved in advance by the Wolfson Family Charitable Trust.

Data protection and privacy policy

- 7 By accepting this award, you acknowledge that the Wolfson Family Charitable Trust will process your personal data in accordance with its Privacy Notice for Applicants, Grantees & Scholars, as well as these Grant Conditions and any other relevant terms and conditions between us. A copy of that Privacy Notice is available on our website at: www.wolfson.org.uk/privacy-policy/

Reporting

- 8 You must submit progress reports by **1 July** each year until the grant is fully paid. These should include a brief update on progress, the likely date(s) of claim, the estimated date for completion of the project and any updated details of the main contact for the project.

Our *Progress Report Form* and further guidance is available on our website at: www.wolfson.org.uk/progressreports.

The grant may be withdrawn if you do not submit regular reports on progress.

- 9 You must submit a brief, final report no later than one year from the date of project completion. This should outline the outcomes of the project, relating them to the aims originally stated in the application. We are keen to encourage candour about any challenges and changes to the project. Where relevant, we appreciate the receipt of digital images.

Our *Final Report Form* and further guidance can be found at: www.wolfson.org.uk/finalreport

Claiming your grant

10 For full details of the documents you must send us to claim the award, go to:

www.wolfson.org.uk/grant-holders/how-to-claim

a) Payments will be made in arrears, unless otherwise agreed.

b) Overheads, administrative costs, VAT, professional fees and delivery costs cannot be met from the grant. Enabling or demolition works are not generally eligible. Our website gives further explanation at: www.wolfson.org.uk/grant-holders/how-to-claim

c) In the event that the total eligible expenditure is less than the value of the grant, only the eligible expenditure will be met. The balance of the grant will then be withdrawn.

d) The grant should be claimed within the time period indicated in your *Letter of Award*. Please note that grants which are not claimed within the agreed time may be withdrawn, unless a formal request to extend this period has been agreed.

e) Payments will normally be made to a UK registered charity or organisation with charitable status.

f) Payments are generally made at the end of a given month (no payments are made in August). Claim documents must be received by the middle of the month in which you wish to be paid but we do not guarantee payment in any given month. Further detail on agreeing claim dates can be found at: www.wolfson.org.uk/grant-holders/how-to-claim

g) Where invoices are submitted with values in foreign currency, the exchange rate used will be the rate on the day the claim paperwork was received.

This leaflet and full details about how to claim your grant are available at www.wolfson.org.uk/grant-holders

The Wolfson Family Charitable Trust
8 Queen Anne Street
London W1G 9LD

020 7323 5730
www.wfct.org

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