

Funding Guidelines

April 2008–March 2009

“The Tudor Trust is a charitable trust which supports people and organisations working to achieve lasting change in their communities. Our role is to enable their visions, trusting the groups we fund to do the work that is needed.”

The Tudor Trust

Please see our website www.tudortrust.org.uk for more information on our work. We post lists of grants made on the site every three months, and also answer a number of 'frequently asked questions' about these funding guidelines and our grants. If you don't have internet access, please call the Information Team on 020 7727 8522 and we will be happy to send you a copy of these FAQs.

“We want to encourage growth, progression and development, not just keeping things as they are.”

The Tudor Trust is an independent grant-making charitable trust which supports organisations working across the UK. We do not focus our funding on specific themes or programmes. Instead we want to fund a wide range of people and organisations working to achieve lasting change in their communities. Our role is to support and enable their visions, trusting the groups we fund to do the work that is needed.

Tudor aims to support work which addresses the social, emotional and financial needs of people at the margins of our society. We are interested in how organisations tackle these needs, and their root causes. We want to encourage growth, progression and development, not just keeping things as they are.

Although we still make grants across our established funding areas (youth, older people, community, relationships, housing, mental health, substance misuse, learning, financial security and criminal justice) we are also open to hearing about work in areas we have not funded before. The key characteristics we look for in the organisations we support are described on page 4 of these guidelines.

We receive many more applications than we will ever be able to fund, so we have introduced a two-stage application process. This is designed to reduce the time, effort and resources organisations spend on their first approach to us. All applicants are therefore asked to complete a brief first-stage proposal for initial assessment. The application process is described on page 7.

There are some types of organisation and work which we will not consider for funding. Please see page 5 for details.

If you would like these guidelines in another format, such as large print or audio file, please contact Tudor’s Information Team on 020 7727 8522.

What kind of funder is Tudor?

We know that solutions to the difficulties people face are seldom straightforward or immediate. We are therefore interested in encouraging people to use their own skills and abilities as a resource for change; to find new ways of tackling deep-rooted problems or to cope with and move on from difficult situations. We recognise that this may take time so, if appropriate, we can commit funding over a sustained period.

As an independent grant maker, an important part of our role is to support work which is untried, which has uncertain outcomes and which may be difficult to fund. However, we are not preoccupied with innovation and understand that there is a place for well-founded, practical work which seeks to bring normality and wellbeing into difficult places and situations.

We are most interested in helping smaller, under-resourced organisations which offer direct services and which involve the people they work with in their planning. The groups we fund don't have to be registered charities; we can also make grants to other groups as long as they have established charitable objectives.

We want to fund effective people who work to high standards. We recognise that their organisations are best placed to know what the problems are and what to do about them. We trust these groups to go ahead and do the work that is needed, and want to give them the opportunity and practical tools to do so. We want to respond to ideas and energy. We don't have specific funding programmes designed to advance a particular agenda. Instead, we try to support work which is clearly needed and for which funding from Tudor can make all the difference.

“An important part of our role is to support work which is untried, which has uncertain outcomes and which may be difficult to fund. However, we are not preoccupied with innovation.”

Tudor aims to be a helpful and flexible funder and we want to respond imaginatively to organisations' real concerns and priorities. Organisations dealing with complex issues are seldom themselves straightforward and so we hope to engage with the groups we support in a variety of ways, offering grants, loans, advice and development support.

Grants can take the form of **core funding** (including salaries and running costs), **development funding**, **project grants** or **capital grants** for buildings or equipment. There is no maximum or minimum grant amount. As we want to fund work which engages with the reality and complexity of people and their problems, we look to support organisations working across sectors and boundaries (whether actual or perceived).

We usually make grants over one, two or three years but may work alongside organisations for a longer period. However as we are keen to support a range of organisations, including those which are new to us, our funding cannot continue indefinitely.

We want to offer high levels of support and engagement when this will be helpful and appropriate. Our two-stage application process gives us more time to focus on working creatively with applicants who reach the second stage. Through constructive dialogue and increased understanding we hope to give applicants the opportunity to think about their options and develop proposals which focus on the real needs of their organisations and the people they are working with.

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What we are looking for when we make grants

Tudor's focus is on smaller groups, led by people of vision, which are committed to growth, progression and development. Some of the other characteristics we are looking for when we make grants include:

- Organisations which are embedded in and have developed out of their community – whether the local area or a 'community of interest'
- Organisations providing direct services to marginalised people
- A focus on building stronger communities by overcoming isolation and fragmentation and encouraging inclusion, connection and integration
- High levels of user involvement, and an emphasis on self-help where this is appropriate
- Work which addresses complex and multi-stranded, often difficult, problems in unusual or imaginative ways
- Organisations and people who know what difference they want to make and have the energy and vision to make it happen

We can only consider making a capital grant for new premises or for building improvements if the organisations using the building display some of these key characteristics. Good buildings which contribute positively to their environment are important, but we are most interested in what goes on inside the building and the difference building improvements would make to your work.

We are more likely to fund groups with an annual turnover of less than £1 million.

“A focus on building stronger communities by overcoming isolation and fragmentation and encouraging inclusion, connection and integration.”

What Tudor doesn't fund

We want to be clear about areas in which we will not make grants, so we list here the types of proposal we will not consider for funding. Some are self-explanatory while others derive from the Trust's history and experience. To save yourself time and effort please check this section carefully before starting work on your proposal.

1. We do not make grants to individuals

2. We will not consider proposals from these types of organisations:

- Statutory bodies
- Hospitals, health authorities and hospices (or towards any sort of medical care, medical equipment or medical research)
- Universities, colleges and schools (or towards academic research, bursaries or scholarships)
- Organisations working primarily with children under five
- Organisations working primarily in the field of:
 - physical disability
 - learning disability
 - autistic spectrum disorder
 - physical illness
 - sensory impairment
- Organisations focusing primarily on:
 - adult learning, skills training or employment training
 - the restoration or conservation of buildings or habitats
- Animal charities
- Scouts, guides and other uniformed youth groups
- Museums, places of entertainment, leisure centres and clubs, social clubs or sports clubs
- Larger charities (both national and local) enjoying widespread support

3. We will not consider funding the core work of:

- Advice and information-giving bodies
- Community Foundations
- Volunteer Bureaux and Centres
- Councils for Voluntary Service
- Infrastructure organisations/second-tier bodies (ie organisations fulfilling a supporting, co-ordinating or development role within the voluntary sector)

4. Finally, we will not consider funding:

- The promotion of religion
- Overseas projects. We run a targeted grants programme promoting sustainable agriculture in sub-Saharan Africa so we don't consider speculative proposals from overseas groups
- One-off holidays, residentials, trips, exhibitions, events etc
- Arts and sports-based projects unless there is a particularly strong focus on developing marginalised groups
- Endowment appeals
- Work that has already taken place

How likely are you to receive a grant from Tudor?

We aim to make around 350 grants a year but receive thousands of applications. It is important to understand that only a small proportion of applicants will receive a grant from Tudor, and that your proposal may be turned down even if your work falls within our guidelines. We do not want applicants to have unrealistic expectations.

This is why we have a two-stage application process. We know that putting together a full funding application places heavy demands on your time and resources, so we ask all applicants to complete a brief first-stage proposal instead. These are read by Tudor's trustees and staff, and those we can take forward for detailed discussion with the trustees are asked to develop a second-stage application.

We estimate that only around one in ten applicants will go through to this second stage. Many proposals rejected at the first stage will be for valuable and interesting work; they may be rejected simply because the ideas are not ones that the trustees want to take forward at that moment. Because of the numbers of applications we receive, we cannot provide individual feedback on why we are not taking your proposal through to the second stage.

If you are asked to complete a full second-stage application the chances of succeeding will be higher. But not all second-stage applications will receive funding; even at this stage the trustees have to make difficult choices about what they fund.

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Applying to Tudor

The first-stage proposal

The first-stage proposal is intended to help us understand what sort of organisation you are and why you are doing the work you are doing. We do not want a detailed description or full costings of the work you are seeking funding for; we will discuss these areas with you if your application goes through to the second stage. Keeping your options open at this point allows us to work together more creatively if you are invited to develop a full application.

“Keeping your options open at this point allows us to work together more creatively if you are invited to send us a full application.”

A first-stage proposal must include:

1. **An introductory letter, of no more than one side of A4, on your organisation’s letterhead.** You can use this letter to set your work in context or to give us information which does not sit comfortably elsewhere.
2. **A completed organisation details sheet.** This sheet can be found at the end of these guidelines, or downloaded from our website www.tudortrust.org.uk.
3. **Your answers to the following questions, on no more than two sides of A4:**
 - What difference do you want to make, and how will your organisation achieve this?
 - Why are you the right people to do this work?
 - Tell us about the people you are working with, and how you know there is a need for your work.
 - How would you use funding from Tudor?

See page 10 for some brief information on filling in the organisation details sheet and answering these questions.

4. **A copy of your most recent annual accounts, and annual report if you produce one.** If your organisation is too new to have annual accounts please send a photocopy of a recent bank statement instead. Please don’t send any other supporting documents.

All first-stage proposals go through an initial assessment process which involves both trustees and staff. In some cases we may phone you to discuss your proposal. We aim to let you know within a month whether or not we are inviting you to submit a second-stage application.

Address your proposal to ‘The Trustees’ and send it to us by post; we do not accept applications by email or fax. There are no deadlines for sending us your proposal; they are assessed as part of a rolling programme.

The second-stage application

If your application goes through to the second stage a member of the Grants Team will get in touch with you to discuss the next steps, to discover how best Tudor could support your organisation and its work, and to identify the information we need to move your application forward.

A member of staff or a trustee may visit you so that we can gain a better understanding of your organisation and the work you do.

Although your chances of success are significantly higher at this stage, being invited to develop a second-stage application does not guarantee that a grant will be made. Not all second-stage applications get as far as committee stage, and not all applications going to committee are funded.

Tudor tries to consider all applications quickly. We aim to make a decision on most applications within three months of their progressing to the second stage, although in some circumstances we can act more swiftly. Complex applications can of course take longer to develop.

Trustees and staff meet every three weeks to consider applications. They will discuss your application in detail and will usually make an immediate decision on funding, although in a few cases they may request further information or a visit if one has not already taken place.

“A member of the Grants Team will get in touch with you to discuss the next steps, to discover how best Tudor could support your organisation and its work.”

Re-applying to Tudor

If you have previously been refused funding by Tudor please don't re-apply until at least 12 months after the date of the refusal letter.

An organisation can normally only have one grant at a time from Tudor. You can only submit a new first-stage proposal once our support for a previous area of work has ended – usually 12 months after the date of the final payment.

However, if you are currently receiving revenue funding from us and want to apply for **continuation funding** to develop the same area of work please write to us well before your current funding runs out. We can consider requests for continuation funding from three months after the final payment of your current grant, although there can be no guarantee that a grant will be made.

Please follow the first-stage proposal process described on page 7 of these guidelines to apply for continuation funding. Refer to the work Tudor is currently funding in your responses to the questions we ask; our knowledge of your work will, of course, contribute to our assessment of your request for on-going funding.

If you receive a grant from Tudor

Your Grants Manager will write to you with the trustees' decision on your application. If a grant has been approved, this letter will include straightforward terms for the payment of the grant.

You will also receive guidance on how we would like you to report back on your progress during the life of your grant. One of the things we will ask you to think about as you develop your full application is how you will judge whether your work has made a difference. So when you report back to us we want to hear about your assessment of the work you are undertaking, and about important milestones you have reached. We are also interested in learning about 'what works' – and about what doesn't!

“We are interested in learning about 'what works' – and about what doesn't!”

Information on completing the first-stage proposal

Organisation details sheet

All proposals must include this organisation details sheet. Please answer all the questions; if anything doesn't apply to you please write NA for 'not applicable' in the space rather than leaving it blank. A few key points:

- **Email address:** please give us your email address if you have one as we acknowledge first-stage proposals by email where we can. If you don't have an email address we will send you an acknowledgement by post.
- **Charity number:** if you are a charity please give your charity number here. But remember you don't have to be a registered charity to receive funding from Tudor; we also make grants to other organisations with established charitable objectives.
- **Trustees:** tell us here about the group of people governing your organisation. Your organisation may use another term such as management committee, board of directors, or executive committee.
- **Income:** your organisation's total income for the financial year.
- **Expenditure:** your organisation's total expenditure for the financial year (eg direct charitable expenditure + administration + fundraising and publicity + any other expenditure).
- **Free reserves:** any unrestricted funds you hold (funding which is not committed or designated and not tied up in fixed assets such as a building or equipment).
- **New organisations with no accounts:** you will not be able to complete the sections asking for figures from your latest annual accounts. Please send us a photocopy of a recent bank statement.
- **Signature of Chair, Vice Chair, Treasurer or Secretary:** the organisation details sheet must be signed by one of these people, even if it has been completed by a member of staff.

“We want to understand the vision and energy that inspires your work and how you think the Tudor Trust could help develop it.”

Additional questions

The four questions we would like you to answer are on page 7 of these guidelines. Please answer these questions on no more than two sides of A4 paper (for your guidance, two sides of A4 in 12 point type is around 1,000 words).

We are interested in finding out whether you have some of the key characteristics we are looking for in the organisations we fund. We are not looking for perfectly-crafted responses to these questions. We want to understand the vision and energy that inspires your work and how you think the Tudor Trust could help develop it.

Finally

Remember to make a copy of your proposal before sending it to us. Please don't send any additional material with your first-stage proposal but make sure you have included all the information we ask for:

- An introductory letter
- A completed organisation details sheet
- Your answers to the questions on page 7 on no more than 2 sides of A4
- Your most recent annual accounts and annual report, or a photocopy of a recent bank statement if your organisation is too new to have accounts

Please send your proposal to:

The Trustees
The Tudor Trust
7 Ladbroke Grove
London W11 3BD

We look forward to hearing from you.

The Trustees of the Tudor Trust

If you still have questions about how to apply or need more guidance or information please look at the frequently asked questions on our website or phone us on 020 7727 8522. We will do our best to help you.

The history of the Tudor Trust

On 1 March 1955 Sir Godfrey Mitchell endowed a charitable trust with a gift of shares in the construction company George Wimpey. In 1979 this trust became known as the Tudor Trust. Since 1955 Tudor has given over £470 million in grants, spread widely across the social welfare field.

Tudor is characterised by the high level of involvement of the trustees. Descendants of the founder and other trustees are regularly involved in all aspects of the Trust's work. All full applications are discussed by trustees at regular Grants Committees. Trustees are also involved in the assessment of initial proposals and often visit organisations.

When Sir Godfrey endowed the Trust over 50 years ago he determined that the trustees should be able to use the funds for any charitable purposes. This allows the trustees to reassess regularly how best to use the Trust's funds. In April 2005 we decided to take our Golden Jubilee year as an opportunity to review our previous work and determine the Trust's future direction. These guidelines outline Tudor's new approach to supporting organisations.

First-stage application

Organisation details sheet

Please complete this sheet and send it, along with the other information requested, to the address on page 11. A duplicate of this sheet is printed on the inside back cover for future reference, or you can download additional copies from our website www.tudortrust.org.uk.

Organisation details sheet

Organisation name:

Old/alternative names:

If your organisation has had previous correspondence from Tudor, please give your reference number (if known):

Name of contact:

Title: Mr/Ms/Other

Position held:

Organisation address:

Correspondence address (if different):

Postcode:

Postcode:

Telephone:

Contact telephone:

Website:

Charity number (if applicable):

Contact email address:

When was your organisation established?

In which geographical area/s do you work?

How many paid staff do you employ? Full time:

Part time:

How many volunteers do you have?

Please list the names and give brief details (e.g. 'local resident', 'service user', 'Local Authority representative', 'Social Worker') of your trustees:

How often do the trustees meet?

From the organisation's most recent annual accounts, (year ended: _____) please tell us the total:

Income: £

Expenditure: £

Free reserves: £

Signature of Chair, Vice Chair, Treasurer or Secretary:

Print name:

Date:

the
Tudortrust

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