

Applying by email

Step-by-step guidance

Tudor is now able to accept applications by email, as well as by post. The information we require is exactly the same and you are welcome to choose whichever method works best for you.

However, if you would like to apply by email, there are a few key things to bear in mind:

- You must be able to submit **all parts of your first-stage proposal electronically** (this includes your introductory letter, organisation details sheet, answers to our 5 questions and your most recent annual accounts).
- All documents must be in **pdf format**. This helps to preserve the integrity of your application and makes it easier for us to see your information the way you would like us to.
- Everything must be **sent together in a single email**. This email (including all its attachments) must not exceed 10MB. Anything larger than this may lead to technical issues, at your end as well as at ours!

If you are unable to meet any of these requirements, please simply send your first-stage proposal to us by post. It doesn't matter which route you use - we assess all applications in the same way.

Step-by-step instructions

- Once you are happy with your application, please save all documents in pdf format with easily identifiable names:
 1. Brief introductory letter (e.g. 'Project A - intro letter')
 2. A scanned signed copy of the organisation details sheet (e.g. Project A - org details')
 3. Answers to our questions (e.g. 'Project A - 5Qs')
 4. Most recent annual accounts (e.g. 'Project A - 2015 accounts') or, if your organisation is too new to have accounts, a scanned copy of a recent bank statement instead (e.g. 'Project A - bank statement')
 5. Annual report or review if you have one (e.g. 'Project A - 2015 review')
- Please don't merge different documents together - we need these to be separate. However, if you publish your annual report and accounts as a single document, that's fine. But please be sure to send your organisation's full accounts, not an abbreviated version.
- Check the file sizes and make sure the total is less than 10MB.

- Attach all documents to a single email and include your organisation's name in the subject line (e.g. 'Project A - application to Tudor').
- Email your first-stage proposal to applications@tudortrust.org.uk
- You should receive a message within a few minutes confirming your email has reached us. If not, please double-check you sent it to the correct address and that the email wasn't too big.
- Unfortunately we don't have the resources to be able to provide in-depth IT support, so if you encounter problems, please check to see if there could be an issue at your end. If not, it may be quicker and simpler to send us your application by post.

Please note: we use applications@tudortrust.org.uk to accept completed first-stage proposals. Therefore, we are unable to respond to any general enquiries sent to this address.

If you have any questions about Tudor's grant-making or how to make a first-stage proposal, please call our Information Team for advice on **020 7727 8522**. We will be more than happy to help.