
Funding guidelines

April 2011 – March 2012

Encouraging progress,
development and fresh ideas

Tudor makes grants to smaller community-led groups which are supporting people at the margins of society.

A good funding relationship is based on trust. Tudor's trustees are keen to hear from applicants what it is that they really need and how we can best support them.

The trustees are closely involved at every stage of the grant-making process and look forward to receiving your application.

If you have any questions or need more advice once you've read these guidelines please call us on 020 7727 8522.

The Tudor Trust

The Tudor Trust is an independent grant-making charitable trust which supports organisations working in any part of the UK. We fund a wide range of people and organisations working to build stronger communities. We don't have specific funding programmes designed to advance a particular agenda as we think that the groups we support are best placed to identify problems and develop solutions.

Tudor supports work which tries to meet the many different 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 progress, development and fresh ideas rather than keeping things as they are.

We make grants to organisations working in many different fields: the key characteristics we look for are outlined on page 4 of these guidelines. There are some types of organisation and work which we will not consider for funding. Please see page 5 for details.

As we receive more applications than we can fund we have a straightforward two-stage application process designed to reduce the time, effort and resources organisations spend on their first approach to us. The application process is described on page 7.

“We want to respond flexibly to your ideas and energy, and to fund effective organisations working to high standards.”

What kind of funder is Tudor?

We particularly want to help smaller, community-led organisations which work directly with people who are at the margins of society: organisations which support positive changes in people’s lives and in their communities. We want to respond flexibly to your ideas and energy, and to fund effective organisations working to high standards.

As an independent grant maker, an important part of our role is to support work which is untried and which has uncertain outcomes. However, innovation is not the be all and end all: we also recognise the need for sound, practical work which seeks to bring stability and wellbeing into difficult places and situations.

We trust the groups we fund. Our funding guidelines are broad because we want to support the work that you really want to do. We seek to give you the opportunity and practical tools to do the work that you know is needed.

We try to offer high levels of support and engagement when this is helpful and appropriate. Our two-stage application process gives us more time to work creatively with applicants who reach the second stage. Through careful listening and constructive dialogue we hope to give you the opportunity to think about your options and develop a proposal which focuses on the real needs of your organisation and the people you are working with.

“Tudor is characterised by the high level of involvement of the trustees, who are closely involved at every stage of the grant-making process.”

Who can we fund?

You don't have to be a registered charity to apply to us. We can make grants to other organisations as long as you can show us how you would use our grant for charitable purposes.

Your organisation needs to demonstrate some of the positive characteristics we are looking for when we make grants – see page 4 of these guidelines. Beyond this the basic requirements are that you have a constitution and a bank account.

What sort of grants can we make?

Because we try to respond to the needs identified by organisations themselves many of our grants go towards core organisational costs such as salaries and day-to-day running costs. As well as **core funding** we can also provide **project grants**, **capital grants** for buildings or equipment and **grants to help strengthen your organisation**. There is no maximum or minimum grant. In some situations we may look at making a loan if this is the most helpful solution.

Most grants are made over one, two or three years. We understand that tackling deep-rooted problems takes time so we sometimes fund over a longer period, usually by making a further grant following on from the original one. However, our interest in supporting work in the longer term has to be balanced against our need to encourage new groups and new thinking. This means that our funding can't continue indefinitely.

Tudor aims to be a helpful and flexible funder and we want to respond imaginatively to your organisation's specific concerns and priorities. Although our primary focus is grant making we also engage with the groups we support in other ways, offering advice and development support where this is needed.

What we are looking for when we make grants

Tudor's focus is on smaller forward-looking groups, led by capable and committed people.

Other characteristics we are looking for include:

- Organisations working directly with people who are at the margins of society
- High levels of user involvement, and an emphasis on self-help where this is appropriate
- A focus on building stronger communities by overcoming isolation and fragmentation and encouraging inclusion, connection and integration
- Work which addresses complex and multi-stranded problems in unusual or imaginative ways
- Organisations which are embedded in and have developed out of their community – whether the local area or a 'community of interest'
- Organisations which are thoughtful in their use of resources and which foster community resilience in the face of environmental, economic or social change

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

However, we sometimes make grants to larger groups, particularly for work which could be influential or which a smaller organisation would not have the capacity to deliver. Please call us on 020 7727 8522 if you are from a larger organisation and would like to discuss making an application.

What Tudor doesn't fund

There are some things that we don't fund at all so to save yourself time and effort please check this exclusions list before starting work on your proposal.

As we have already explained, Tudor supports work which addresses the needs of people at the margins of our society. Applications will only be considered if they have a strong focus on supporting and empowering disadvantaged people and communities and demonstrate some of the positive characteristics we are looking for when we make grants.

If you're not sure whether you can apply please call the Information Team on 020 7727 8522 for advice.

“You don't have to be a registered charity to receive funding from Tudor; we can make grants to other organisations as long as the grant is used for charitable purposes.”

Exclusions

- Individuals, or organisations applying on behalf of individuals
- Larger charities (both national and local) enjoying widespread support
- Statutory bodies
- Hospitals, health authorities or hospices
- Medical care, medical equipment or medical research
- Universities, colleges or schools
- Academic research, scholarships or bursaries
- Nurseries, playgroups or crèches
- One-off holidays, residentials, trips, exhibitions, conferences, events etc
- Animal charities
- The promotion of religion
- The restoration or conservation of buildings or habitats (where there isn't a strong social welfare focus)
- Work outside the UK. We run a targeted grants programme promoting sustainable agriculture in Sub-Saharan Africa so we don't consider unsolicited proposals from groups working overseas
- Endowment appeals
- Work that has already taken place

When can you apply and how long will it take?

You can apply at any time – Tudor makes grants on a rolling programme and there are no deadlines.

We'll send you an email to confirm that your first-stage proposal has arrived safely and then aim to let you know within a month whether your application has progressed to the second stage. Once an application reaches the second stage it usually takes around three months for you to receive a final decision.

How likely are you to receive a grant?

Tudor has broad guidelines. Inevitably we receive many more applications than we can fund. In practice, around one in ten applicants receives a grant.

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.

Please understand that your proposal may be turned down even if your work is valuable and interesting. The trustees have to make hard choices. Resources are limited and many excellent applications don't get beyond the first stage. We read all first-stage proposals carefully, but because of the large number of

applications we receive we can't provide individual feedback on why we are not taking your proposal through to the second stage.

If you reach the second stage your chance of success will be much higher. But a grant isn't guaranteed; some applications drop out before they reach the final committee stage and not all applications discussed at that committee will get a grant.

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. At the first stage we don't want a detailed description or full costings of the work you are seeking funding for; we look forward to discussing these areas with you if your application reaches the second stage.

The first-stage proposal is made up of:

1. **A brief introductory letter on your organisation's letterhead.** Use this letter to set your work in context or give us information which does not sit comfortably elsewhere.
2. **A completed organisation details sheet.** This can be found at the end of these guidelines, or downloaded from our website www.tudortrust.org.uk. See page 8 for further guidance on filling in this sheet.
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 organisation to do this work?
 - How do you know there is a need for your work, and who benefits from the work that you do?
 - How would you use funding from Tudor?
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, but if you have accounts we do need to see them at this stage. Please don't send any other supporting documents.

“You can apply at any time – we make grants on a rolling programme and there are no deadlines.”

We are interested in finding out whether you have some of the key characteristics we are looking for so a clear explanation of the work you do and how and why you do it is more important than a glossy application. We would rather you told us about the need you are addressing from your own experience than by quoting official statistics. Ultimately we want to understand the vision and energy that inspire your work and how you think the Tudor Trust could help develop it.

If you are applying for a capital grant remember that we are most interested in what goes on inside the building and want to understand the difference building improvements would make to your work.

First-stage proposals go through an assessment process which involves both trustees and staff. We aim to let you know within a month whether or not we are inviting you to develop a second-stage application.

Please address your proposal to ‘The Trustees’ and send it to us by post, not email or fax.

Guidance on completing the organisation details sheet

Please answer all the questions – if anything doesn’t apply to you please write NA (not applicable) in the space rather than leaving it blank. A few key points:

Legal name/working name: we need to know your organisation’s legal name – the name which is set out in your governing document and which matches the name on your accounts and bank statements. If your organisation has a working name – a name you are more commonly known by – please tell us this as well.

Charity number: if you are a charity please give your charity number here (but we don’t need your company number or CIC number if you aren’t a charity). Remember that you don’t have to be a registered charity to receive funding from Tudor; we can also make grants to other organisations as long as the grant is used for charitable purposes.

Trustees: tell us here about the group of people governing your organisation. If you are not a charity please tell us about your board of directors, management committee, executive committee etc.

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. A paid employee shouldn't sign this sheet, even if they are also an officer of the management committee.

The second-stage application

If your application goes through to the second stage a member of Tudor's staff will get in touch with you to introduce themselves as your grants manager and discuss the next steps. At the second stage we want to identify the information we need to move your application forward and discover how best Tudor could support your organisation and its work. The assessment process usually involves a detailed telephone conversation or sometimes a visit, though unfortunately we can't visit everyone. There are no forms to complete at the second stage.

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

“Our straightforward two-stage application process is designed to reduce the time, effort and resources organisations spend on their first approach to us.”

If you receive a grant from Tudor

Your grants manager will write to you with the trustees' decision on your application. If we have made a grant this letter will include straightforward terms for its payment. You can also find our terms and conditions on our website.

We will also give you some 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. When you report back to us you can then tell us 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.

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. If you are currently receiving a revenue grant from us and want to apply for **continuation funding to develop the same area of work** please reapply 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.

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 our questions; our knowledge of your work will also contribute to our assessment of your request for further funding.

If you want to apply for a **grant for a new area of work** we ask you to wait until the previous grant has ended – usually 12 months after the date of the final payment.

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:

- Your introductory letter
- A completed organisation details sheet
- Your answers to the questions on page 7 on no more than two 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 post 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 guidance on any aspect of these guidelines please call the Information Team on 020 7727 8522. We will do our best to help you.

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The origins of the Trust

On 1 March 1955 Sir Godfrey Mitchell endowed a charitable trust with a gift of shares in the construction company George Wimpey Ltd. The founder determined that the trustees of the new trust should be able to use the funds for any charitable purpose. In 1979 this trust became known as the Tudor Trust. The trust's capital is now held in a wide range of assets managed in a socially responsible way.

The trustees, some of whom are descendants of the founder, periodically review the grant-making policy of the trust and are closely involved in distributing funds.

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the
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www.tudortrust.org.uk

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Registered Charity No. 1105580

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.

Organisation details sheet

Legal name of organisation: _____

Working name: _____

Have you applied to Tudor before? _____

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 your 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: _____

Remember that this sheet is only one part of your application – you also need to send us all the information listed on page 7 of the guidelines. [Click here to download a Word version of this organisational details sheet.](#)

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