



## Coronavirus update 1: 16<sup>th</sup> March 2020

We know that the Coronavirus outbreak is already having a big impact on voluntary and community groups, and the individuals and communities they support. Many of the groups we fund are having to rethink their work and approach, and are worried about the future. We want to be as helpful and flexible as we can over the next few months, so that you can focus on providing the best support possible to your communities.

If you have a grant from us, our priority is to ensure that we process grant payments as normal and that we offer whatever flexibility and support you may need. Please contact your grants manager **by email** with any questions, concerns or updates - this will mean that they can get back to you even if they are working remotely. We are committed to:

- **Offering flexibility around how your grant is used.** We understand that your work may change, that you may need to redirect your resources and staff and that timelines will shift. Please talk to your grants manager if you want to use your funding in a different way or over a different time period.
- **Offering flexibility around reporting dates and what is contained in your report:** we understand that you are likely to be working under pressure and that hitting report deadlines, or writing detailed reports, will not be your first priority. Please discuss with your grants manager or explain the situation in an email and send us what you can - we can always follow up with you later. When you contact us to request a payment please do so by email, and attach a copy of a recent bank statement to your email so that we can confirm your bank details even if we are working remotely.
- **Being available to listen and support** - please do get in touch with your grants manager if you would like to talk anything through, or if there is some additional support we could offer.

We are doing all we can to make sure that we can carry on our work while most of our staff are working from home, and even if we have to close the office completely. Our first priority is to ensure that we provide good support to our current grant holders, so while we are still open for applications we are unlikely to meet our usual targets around assessment over the next month or so. If you have applied to us recently please bear with us - we will get back to you when we can. If you are thinking of applying to us you are welcome to do so, but please apply to us **by email** at [applications@tudortrust.org.uk](mailto:applications@tudortrust.org.uk), and **not by post**.

We may need to make changes to the way we operate if we have a lot of staff off sick, or caring for their children or elderly relatives. This might mean that we have to close to new applications - if we feel we must do this we will give as much notice as we can.

We'll post regular updates on our website - [www.tudortrust.org.uk](http://www.tudortrust.org.uk) and also plan to share our latest news on Twitter. So you might want to follow us if you aren't already. You can find us here: @thetudortrust.

*Update 1  
Issued 16<sup>th</sup> March 2020*