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# Grant conditions

**We have slightly different grant conditions for our capital grants, revenue grants and grants going primarily towards salaries.**

We explain these in detail in the information and responsibilities sheets which we send out with our grant offer letters, but if you've lost your copy you can download it from the list on the right.

The information and responsibilities sheets give full details of our grant conditions, but key points applying to all the grants we make include the following:

## 1. Management committee responsibility

The management committee (board of trustees, board of directors, executive committee) is responsible for ensuring that the grant is used for the charitable purpose for which it was agreed, and for informing us of any change to that purpose. We ask an officer of the management committee to acknowledge the offer of a grant by signing and returning the form we will send you with our grant offer letter.

## 2. Claiming the grant

We outline what information you will need to send us in order to claim your grant in our information and responsibilities sheets – this varies depending on whether it is a capital or revenue grant, or whether the grant is going towards an existing post or a new post, for example. You can also find out more in [How to claim your grant](#).

## 3. Timescales

We can hold a grant for up to two years. However, if the grant has not been taken up within a year of the date it was agreed, please send us an update on progress together with your latest annual accounts.

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## 4. Reporting back

We have different reporting requirements for capital and revenue grants, and for 'one-off' revenue grants. These are described in full in our information and responsibilities sheets. You should send us progress reports, and associated financial information, following the guidelines contained in these sheets: this will usually be at the end of each year of the grant. Find out more in [Reporting back](#).

## 5. End of grant reports

We ask all the organisations we fund to send us an end of grant report. See our [information sheet](#) on end of grant reports for guidance on what you should include in this report.

## 6. Informing us of significant changes

We ask you to keep us informed about any significant changes that will have an impact on the work we are funding, or on your organisation as a whole. See [When to get in touch](#) for more detail on this.

## 7. Publicity

We have no set requirements as to publicity, but are happy for you to mention our grant to other funders, in your annual report and accounts or in press coverage. If you would like to use the Tudor Trust logo, or have any questions about publicity, contact the Information Team on 020 7727 8522.

## 8. Additional requirements

If we need any additional information in your reports, or have attached other specific conditions to your grant, these will be explained in your grant commitment letter.