

The Wolfson Family   
Charitable Trust

 Our Grant  
Conditions

[www.wfct.org](http://www.wfct.org)

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The Wolfson Family Charitable Trust's grants are awarded subject to the following conditions:

- 1** The grant is to be used only for the purposes outlined in your application and as stated in your *Letter of Award*. By returning the signed *Award Acceptance* and by submitting a claim for payment of the grant, you confirm your acceptance of the conditions within the *Letter of Award* and this leaflet.
- 2** The grant will not be increased for any reason.

### Capital projects

- 3** The Wolfson Family Charitable Trust should be consulted if there is a material change to the nature or cost of the project. We also expect to be consulted on any material change to the use of the building (including after the grant has been fully paid).
- 4** The building and/or any equipment associated with the grant must be properly maintained.

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## Public acknowledgement

- 5 Award holders should acknowledge the Wolfson Family Charitable Trust's support in any relevant published or public communication.
- 6 Any communication or media release relating to this award should be approved in advance by the Wolfson Family Charitable Trust.

## Data protection

- 7 By accepting this award, you consent to be contacted about events and network initiatives organised by the Wolfson Family Charitable Trust. Your information will be retained solely for these purposes and for the furtherance of our charitable aims. No information will be given to third parties.

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## Reporting

- 8 You must submit progress reports by **1 July** each year until the grant is fully paid. These should include a brief update on progress, the likely date(s) of claim, the estimated date for completion of the project and any updated details of the main contact for the project.

Our *Progress Report Form* and further guidance is available on our website at: [www.wfct.org/grants-in-israel/information-for-grant-holders](http://www.wfct.org/grants-in-israel/information-for-grant-holders) or [www.wfct.org/grants-in-the-uk/information-for-grant-holders](http://www.wfct.org/grants-in-the-uk/information-for-grant-holders). The grant may be withdrawn if you do not submit regular reports on progress.

- 9 You must submit a brief, final report no later than one year from the date of project completion. This should outline the outcomes of the project, relating them to the aims originally stated in the application. We are keen to encourage candour about any challenges and changes to the project. Where relevant, we appreciate the receipt of digital images.

Our *Final Report Form* and further guidance can be found at: [www.wolfson.org.uk/grant-holders/reporting](http://www.wolfson.org.uk/grant-holders/reporting)

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## Claiming your grant

**10** For full details of the documents you must send us to claim the award, go to:

[www.wfct.org/grants-in-israel/information-for-grant-holders](http://www.wfct.org/grants-in-israel/information-for-grant-holders) OR

[www.wfct.org/grants-in-the-uk/information-for-grant-holders](http://www.wfct.org/grants-in-the-uk/information-for-grant-holders)

a) Payments will be made in arrears, unless otherwise agreed.

b) Overheads, administrative costs, VAT, professional fees and delivery costs cannot be met from the grant. Enabling or demolition works are not generally eligible.

c) In the event that the total eligible expenditure is less than the value of the grant, only the eligible expenditure will be met. The balance of the grant will then be withdrawn.

d) The grant should be claimed within the time period indicated in your *Letter of Award*. Please note that grants which are not claimed within the agreed time may be withdrawn, unless a formal request to extend this period has been agreed.

e) Payments will normally be made to a UK registered charity or organisation with charitable status.

f) Payments are generally made at the end of a given month (no payments are made in August). Claim documents must be received by the middle of the month in which you wish to be paid but we do not guarantee payment in any given month.

g) Where invoices are submitted with values in foreign currency, the exchange rate used will be the rate on the day the claim paperwork was received.

This leaflet and full details about how to claim your grant are available at [www.wfct.org/grants-in-israel/information-for-grant-holders](http://www.wfct.org/grants-in-israel/information-for-grant-holders) and [www.wfct.org/grants-in-the-uk/information-for-grant-holders](http://www.wfct.org/grants-in-the-uk/information-for-grant-holders)

### **Privacy policy**

The Wolfson Family Charitable Trust will process your personal data in accordance with its Privacy Notices. A copy of our Privacy Notice for Applicants, Grantees & Scholars is available on our website at: [www.wfct.org/privacy-policy/](http://www.wfct.org/privacy-policy/)

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[www.wfct.org](http://www.wfct.org)

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