

THE WOLFSON FOUNDATION

Conditions attached to the offer of a grant

Conditions for all offers

1. The grant is to be used only for the purposes outlined in the submission approved for funding by the Trustees. Acceptance of the grant shall be evidence of your acceptance of this condition and your agreement that, in the event of a breach of this condition, the grant shall be returned in full with interest from that date of breach to the date of repayment at 5% above the published Base Rate of the Bank of England during this period.
 2. Overheads, administrative costs, VAT, professional fees and delivery costs will not be met from the grant.
 3. Unless otherwise stated, the grant must be claimed within one year of the award.
 4. The grant will not be increased for any reason.
 5. In the event that the total expenditure is less than the value of the grant, only the actual expenditure will be met. The balance of the grant will then be withdrawn.
 6. Unless otherwise stated the grant will be paid in one instalment on:
 - i) Confirmation that all the funds for the project or phase presented in the application are available.
 - ii) Confirmation that work/equipment to the value of the grant was completed/ordered **after** the date of the award.
 - iii) Sight of paid invoices/architect's certificates to the value of the grant or greater and evidence that the work has been completed. Please note that a covering letter should be attached to the paid invoices, linking them to the original application.
(see paragraphs 2, 11 & 12)
 7. Any media release relating to this award should be approved in advance by the Wolfson Foundation.
 8. Researchers or organisations in receipt of grants from the Wolfson Foundation should acknowledge support in any relevant published or public communication.
 9. Reports on progress must be received by 1 May and 1 November until the grant is fully paid. As well as a brief update on progress, reports should include the likely date(s) of claim, the estimated date for completion of the project and the details of the main contact for the project.
-

Capital Projects : additional conditions

10. The design, fabric and costs of the building must be acceptable to the Trustees.
11. The building will be properly maintained.

Equipment : additional condition

12. Evidence that the equipment has been properly costed, installed and is functioning satisfactorily.

Recurrent Grants : additional condition

13. The grant will be paid in annual instalments on receipt of a satisfactory annual report of no more than 1,000 words. The report should include an account of academic or other progress and a financial breakdown comparing payments with actual expenditure.

NB If no report is received by the specified date, payment of the next instalment will be delayed.

Acceptance of the offer

Please provide:

1. Confirmation, in writing, that you are willing to accept the grant on the above conditions.
2. The likely month(s) of claim of the grant.
3. The following details of the bank to which payment should be made:

bank name and address
sort code
account name
account number

Payment will normally be made to a UK registered or statutory charity.

These conditions apply also to grants made by the Wolfson Family Charitable Trust, a sister trust of the Wolfson Foundation.

Claim procedure

To claim the grant, please send the following:

1. Paid invoices or architect's certificates that equal or exceed the value of the grant (see notes below on ineligible costs).
2. A covering letter indicating how the invoices relate to the original application.
3. A photocopy of a paying in slip or other bank document showing details of the bank account into which the grant should be paid, including:
 - bank name and address
 - sort code
 - account name
 - account number
4. A contact name and telephone number that can be used in case of query.

Please note that:

- Unless otherwise stated, grants will be paid in one instalment.
- Overheads, administrative costs, VAT, professional fees and installation/delivery costs cannot be met from a Wolfson grant.
- If the total expenditure is less than the value of the grant, only the actual expenditure will be paid. Please state in your covering letter that you wish to relinquish the remaining amount of the grant.
- 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. Please note that we do not guarantee payment in any given month.

TRUSTEES

HON MRS JANET WOLFSON DE BOTTON CBE (CHAIRMAN)

HON MRS LAURA WOLFSON TOWNSLEY

SIR ERIC ASH CBE FRS FREng

SIR DAVID CANNADINE FBA FSA FRSL

HON MRS DEBORAH WOLFSON DAVIS

PROFESSOR HERMIONE LEE CBE FRSL FBA

LORD McCOLL CBE MS FRCS

SIR MICHAEL PEPPER FRS FREng

LORD TURNBERG MD FRCP

SIR DAVID WEATHERALL MD FRCP FRS

CHIEF EXECUTIVE

PAUL RAMSBOTTOM MA MSt

THE WOLFSON FOUNDATION

8 Queen Anne Street London W1G 9LD – Tel: 020 7323 5730 Fax: 020 7323 3241
www.wolfson.org.uk

Registered Charity No. 206495