

Esmée Fairbairn Foundation:

About your grant

Many congratulations on your grant and thank you for the work you put into your application. We look forward to working with you during the grant and following your progress. This welcome pack contains all the important information relating to your grant. It includes the terms and conditions on your grant, the agreed outcomes you will be reporting on, what you need to do to release payments, your key contacts at Esmée and information on additional resources available to our grantees. Please make sure you read this document carefully and save it in a central place for others to access should this be necessary.

We value an open relationship with our grantees. So if you have any questions, at any point during your grant, please do not hesitate to contact us.

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**Your Grant Terms and Conditions**

The specific terms and conditions under which your grant is offered are outlined below.

**Funding Offer**

Your offer is for £250,000 towards the core costs of an organisation supporting the environmental sector in scotland, to secure best outcomes for wildlife, countryside, farming, and climate change and sustainability. We will pay the grant in three installments of: year one £83,000, year two £83,000 and year three £84,000.

This offer will remain open for one year from the date on your grant offer email.

**First payment**

Release of the first payment is subject to the following that you should submit online using the link provided in the offer email:

* your organisation's bank account details and a copy of a supporting document
* confirmation that you agree to the terms and conditions in the grant offer letter
* confirmation that the funding requested from us has not been secured elsewhere and is still needed
* confirmation that all the necessary staffing and other arrangements are in place and that the work will be going ahead as planned, with start date

**Please note** that in general the start date of the grant will be the date of the first payment. You should not start using our funding before then as we do not pay retrospectively. If you are receiving funding for a new post then the grant will commence with the start date of the new post holder. You should ensure you have provided us with all the necessary requirements at least two weeks before they start so that we can ensure you receive the payment in time.

**Outcomes and indicators**

The following are key outcomes against which you will report to us on progress:

**Outcome:** That environmental protections in Scotland are at least as good after Brexit as they are while the UK remains in the EU.
**Indicator:** Legislation for transposing EU law into Scottish and UK domestic law. Funding for the Scottish agencies to monitor and regulate. Their robustness in the face of any reform. Replacement of EU funding for environmental restoration work. Legal redress for communities, if losing protection of the European Court of Justice and Commission.

**Outcome:** Scottish public policy and its implementation is improved by expertise and evidence from the Link Network.
**Indicator:** Development of post CAP rural support measures including criteria, and interpretation of the public interest to ensure rural policies deliver for Scotland’s environment. Actions of MSP species champions to influence decisions affecting their species/ biodiversity.  MSP votes, Parliamentary Questions, contributions to debates. There is Parliamentary scrutiny of the revised National Performance Framework outcomes.

**Outcome:** SEL remains effective, efficient and accountable to its members.
**Indicator:** Network Structures; Retention of members; Finances/stability of LINK

You need to contact me within two weeks if these do not accurately reflect your plans over the course of the grant.

**Reporting**

[Future payments are conditional on receipt of your progress report to be received one month before the payment is due. We will send you a reminder two months before the report is due. Guidance of what the report should cover and what attachments to include can be found on our website: http://esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines.](http://esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines%22%20http%3A//esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines.We%20aim%20to%20release%20the%20payment%20within%20three%20weeks%20of%20receiving%20the%20progress%20report%20%28assuming%20all%20the%20information%20provided%20is%20satisfactory%29.At%20the%20end%20of%20the%20grant%20you%20will%20need%20to%20submit%20a%20final%20report.%20When%20we%20receive%20this%20report%20we%20will%20arrange%20a%20conversation%20with%20you%20so%20that%20we%20can%20both%20feedback%20on%20what%20worked%20well%22%20%22)

[We aim to release the payment within three weeks of receiving the progress report (assuming all the information provided is satisfactory).](http://esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines%22%20http%3A//esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines.We%20aim%20to%20release%20the%20payment%20within%20three%20weeks%20of%20receiving%20the%20progress%20report%20%28assuming%20all%20the%20information%20provided%20is%20satisfactory%29.At%20the%20end%20of%20the%20grant%20you%20will%20need%20to%20submit%20a%20final%20report.%20When%20we%20receive%20this%20report%20we%20will%20arrange%20a%20conversation%20with%20you%20so%20that%20we%20can%20both%20feedback%20on%20what%20worked%20well%22%20%22)

[At the end of the grant you will need to submit a final report. When we receive this report we will arrange a conversation with you so that we can both feedback on what worked well](http://esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines%22%20http%3A//esmeefairbairn.org.uk/for-funded-organisations/reporting-guidelines.We%20aim%20to%20release%20the%20payment%20within%20three%20weeks%20of%20receiving%20the%20progress%20report%20%28assuming%20all%20the%20information%20provided%20is%20satisfactory%29.At%20the%20end%20of%20the%20grant%20you%20will%20need%20to%20submit%20a%20final%20report.%20When%20we%20receive%20this%20report%20we%20will%20arrange%20a%20conversation%20with%20you%20so%20that%20we%20can%20both%20feedback%20on%20what%20worked%20well%22%20%22)

**Contact Details**

Your named contact at Esmee Fairbairn is:

Name: Laura Bowman

Contact details: Email: laura.bowman@esmeefairbairn.org.uk Phone: 0207 812 3743

If you have any administrative questions relating to your grant you can contact the Funding Administrator via:

Email: funding@esmeefairbairn.org.uk

Direct Line: 020 7812 3700 (ask for Funding Administrator)

**General Terms and Conditions**

Your grant offer from Esmée Fairbairn Foundation is on the understanding that you have agreed the following general terms and conditions:

**Use of Money**

1. The grant will be spent on the purpose approved by the Foundation.
2. All grant funds provided by the Foundation must be used solely for charitable purposes.
3. The grant will not be paid until you have submitted your bank details form and a copy of a bank statement/letter no older than three months and any other specific requirements detailed in the section above. The official start date of the grant is the date at which the payment is received and you should not use our grant before then.
4. No changes to the project/proposal will be made without our agreement. You will also inform us immediately of any proposed change relating to the agreed expenditure or the organisation, its funding position, its governance or if the post we are funding is leaving or unable to work for more than three months. You must inform us of any changes to the project even if you have not yet drawn down the funding.
5. You will send us a progress report as documented in your Grant Terms and Conditions.
6. You will keep accurate and comprehensive financial records of the spending associated with our funding and submit these with your progress report at the end of each agreed reporting period.
7. We reserve the right to visit you to see the work funded during the life of our funding.
8. Any part of the grant that is not required for the purpose approved will be refunded to us.
9. We reserve the right to withhold a grant or require repayment if:
	1. We find that any false information is supplied to the Foundation deliberately
	2. The work undertaken is not the work for which the funding was approved and where we have not approved these changes
	3. Your organisation becomes insolvent or goes into administration, receivership or liquidation and the funding has not been on its intended purpose.
10. You should inform us of any serious incident report your organisation makes to the Charity Commission during the lifetime of our grant (or similar report to another Regulator).

**Confidentiality**

1. We reserve the right to make public the name of your organisation and the broad nature of our offer, but we won’t disclose the detail except in confidence to our advisers and as required by law and/or by regulators (e.g. Charity Commission)
2. We might use personal information provided by you in order to conduct appropriate identity checks. Personal information you provide may be disclosed to a credit reference or fraud prevention agency, which may keep a record of that information

**Data protection**

1. We will use the information you give us during the application process and during the lifetime of any funding for administration, analysis and research purposes. We recognise the need to maintain the confidentiality of vulnerable groups and their details will not be made public in any way, except as required by law.

**Other important information**

**Learning from our funding**

We ask everyone we fund to report on the progress of their work to find out how the grant is going and understand what difference it’s making; but also so that we can learn how to support organisations, their beneficiaries, and the wider sector better in future.

We have recently changed the way in which we ask everyone to submit their annual and end of grant progress reports and have a new online process in place. We will send you an email when the next progress report or end of grant report is due, which will list the information we need and how to submit your progress report online.

We don't want anyone we fund to collect data just for us, that isn’t useful to them.

After your final progress report, we will arrange a conversation with you so that we can both feedback on what worked well, and what didn't, about our funding and its effect on your work. We will then use what we learn to directly question and improve the effectiveness of our own work.

We don’t just want to hear about your successes. We want to know when things don’t work out, why they don’t go well, and how you learn from it and use that knowledge to move forward. How openly grant-holders report to us, and how they learn and change over the course of our grant, can be key to a further grant.

This is not your only opportunity to talk to us! It is important to keep your Grant Manager up-to-date with any significant changes to the grant in order that they can discuss and agree to your future plans.

**Announcing your Grant**

Please don’t publicly announce or publicise the funding until you have formally accepted the offer terms and conditions and have provided us with your Bacs details and supporting bank statement as requested in the offer letter.

We will publish your grant on our website when the first payment has been made.

All funding will be listed in our Annual Report. We may also mention our support for your organisation in our publicity material.

We would be grateful for an acknowledgement of our funding in relevant communications, for example in annual reports or if you have a funders page on your website.

**Communications**

* *Press releases*

If you want to acknowledge the grant in a press release or any other type of media coverage, please send a copy of the draft press release to us before publication communications@esmeefairbairn.org.uk

You can find more information and standard text about the Foundation that you can use in the Press Release section on our website: <https://esmeefairbairn.org.uk/logo-and-communications>

* *Logos*

You may use our logo appropriately in communications about work we are directly supporting, but please check with us first before using it in a promotional capacity. The logo can be downloaded from our website in various formats <https://esmeefairbairn.org.uk/logo-and-communications>

* *Photos*

We keep a library of images from our grantees to use in our Annual Report, website and other materials and we’d welcome some photos of the work we have funded.

**Grants Plus**

We are keen to support grantees as best as we can during our grant. We offer a range of additional support and resources to grantees. “Grants Plus” is what we call all the additional support we provide for those we fund, in addition to money. This comes in different forms which are outlined below. If you are want to know more about Grants Plus support then please visit our website for more information: <https://esmeefairbairn.org.uk/grants-plus>

**Strategic Support**

Tailored expert advice, support or training which will give the extra help an organisation might need at a difficult or opportune moment. This support should enable the work we have funded to have a greater impact, and be something organisations could not otherwise afford. Key issues we know organisations need help with are evaluation, business planning and financial management.  We have a few suppliers we have worked with before, but also fund organisations directly to work with consultants they know and trust.

**Meeting Rooms**

Meeting room facilities in our central London office are available for grant recipients to book, free of charge. For more information on room sizes, availability and facilities please visit our website [https://esmeefairbairn.org.uk/meeting-rooms](https://esmeefairbairn.org.uk/meeting-rooms%20%20)

**Signposting and connecting**

Signposting to some of the free resources and support available to organisations in our sectors (see our website: <https://esmeefairbairn.org.uk/help-and-support>)

We are also happy to connect grantees to other organisations we fund or other funders where appropriate.

**Skills support**

Training, networking, or learning events to which we invite groups of those we fund, e.g. communications, social investment, cost & pricing, evaluation and learning.

**Social Investment Advice**

We make social investments to help organisations who have plans to generate income (from activities, goods or services), but need flexible finance to do it. Any financial return we receive from our social investments is recycled into new investments or grants.

We’re keen to make more investments and particularly to help organisations we already support. If you have an idea or plan which could benefit from a social investment, and you’d welcome an initial discussion with a member of our social investment team we would be happy to arrange a call. Please contact the Funding Administrator if this is of interest to you via: funding@esmeefairbairn.org.uk

**Communications and advocacy support**

Strategy and planning, public affairs, digital, media training, messaging, brand development, advocacy and campaigns.

We want to ensure grantees are able to communicate effectively for maximum impact in their work. If you have:

* identified that your organisation requires communication support,
* a strong understanding of what your communications needs and issues are
* a clear idea of the tangible outcomes of this support,

and would welcome a conversation about this, please email us with your contact details and we will be in touch to discuss.