



**THE LORD LEONARD AND LADY ESTELLE
WOLFSON FOUNDATION**

The Lord Leonard and Lady Estelle Wolfson Foundation Grant Application

How to Apply

The Lord Leonard and Lady Estelle Wolfson Foundation has a 3-stage application process.

Details of eligibility and what we fund are stated by our rules and constitutions.

We are committed to rigorous assessment in order to fund high quality projects. All applications undergo detailed internal review and assessment by external experts. As such, the time between submission of a stage 1 application and a funding decision on a stage 3 application will take a minimum of three to six months. We do not consider making any retrospective grants.

Stage 1 – Applications

The aim of the first stage is to determine whether your project is eligible and it is important that we receive the correct information from you and the criteria has to be met according to the objects and rules of the Charity. We will respond to all enquiries, whether or not they go forward to the stage 2 and 3 applications.

Stage 1 applications may be submitted via email to admin@lordandladywolfson.org.uk or by post.

Information Required

The information we need at stage 1 includes a brief description of the project including total cost, the current funding shortfall and the proposed timetable.

It is important that the application comes with the full backing of the Institution/Charity and a cover letter from the relevant Trustees/Executive should be included. In order to review the application, audited accounts for the past two years should be submitted in order that we may undertake financial appraisal of the organisation for the proposed funding.

In addition to this, full details and cash flow of the project that you wish funding to be supplied.

A list of the stage 1 information required is as follows:

- Details of organisation
- Details of main contacts
- UK Charity number, if applicable

- Background to the organisation
- Title of project and summary
- Location of the project
- Indication of timetable for the project
- Financial details
- Total costs of the project
- Audited accounts for the last two years
- A letter from the head of the organisation
- Other supporters who may wish to do a joint venture
- Any other relevant information

Timing

Stage 1 applications are accepted throughout the year.

Stage 2 will be forwarded to Panel assessment and the funding, which is based at the stage 3 level, should your application be accepted will take place in March, June, September and December.

Stage 3 of the application will then be meetings between the Trustees or its representatives, and the applicant together with those in the specialist field, to give a final review and release funding for the operation.

Exclusions

The following are ineligible for funding:

- Overhead maintenance costs
- VAT and professional fees
- Cost of meetings, exhibitions, concerts, expeditions etc.
- The purchase of land or buildings
- Repayment of loans
- Projects that have already been completed
- Projects that do not fit the criteria of the charity