

22 June 2016

Osmond Mugweni
Njeremoto Biodiversity Institute Zimbabwe
17 Wisteria Road
Rhodene
Masvingo
PO BOX 135
Zimbabwe

Dear Osmond,

Njeremoto Biodiversity Institute Zimbabwe

I hope you are well. Thank you for all the information that you provided me with in relation to your recent grant application. I am pleased to confirm, as per my email, that trustees met last week and agreed a grant of £90,000 over two years (£45,000 per annum) towards your work developing the Holistic Land and Livestock Management outreach programme in Shurungwi, Zimbabwe. It is intended that this will cover the salary of the director, a new facilitator and project costs as Njeremoto looks to expand to the neighbouring wards. The grant will cover the period 1 July 2016 - 30 June 2018.

Trustees were pleased that the learning trip to Namibia had been so informative and had energised the participants involved. However we felt it was important that this enthusiasm doesn't make the organisation move too quickly! To this end it seemed sensible to support you to gradually expand to the surrounding wards who have expressed interest in your approach. You will see we have increased our level of grant to start this process and to cover the costs of bringing in another facilitator who can support you with this work and building partnerships.

As you know this is a large grant for Tudor and reflects the faith we have in you. Trustees are unlikely, however, to be able to continue funding at this level and will be looking for you to try and bring other funders to support your work over the course of the next two years. Trustees hope that the links with the United Nations Environment Project will open up opportunities for further learning and funding.

There were also some questions about the need to demonstrate the impact of the work better (the lack of fixed point photography trustees struggled with). I would like to arrange to set up a time to discuss this further over skype and agree a sensible way forward.

The attached purple information sheet sets out what you need to know about the grant and explains our mutual responsibilities. An electronic copy of this document can be found on our website along with additional advice and information that you may find helpful.

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registered in England & Wales No. 5196041

I will continue to manage your grant, so please address all correspondence and enquiries to me. Please send back the **attached green sheet** signed by an officer of your management committee, as soon as possible. This acknowledges the management committee's responsibility to ensure that the grant is used for the charitable purpose for which it has been agreed.

In order to release the grant payment I will also need a **recent copy of your bank statement** and a **letter requesting the drawdown of the grant** confirming that you would like the grant to start on 1 July 2016 and detailing how far you think the project will be able to expand into the new neighbouring communities over the course of the next two years (please mention the size of the neighbouring areas and the anticipated numbers involved).

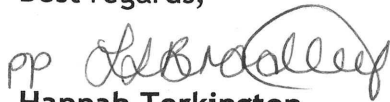
I will also need your **amended budget** showing how you will deliver the work on the reduced amount of funding available (£45,000 per annum). It is expected that the budget will include the director salary costs and the costs of the new facilitator. Please also show how you would like the remaining funds to be allocated and please note that trustees were concerned about the request to support farmer's insurance. Whilst recognising that the structure of the schemes (whereby the policy only pays out if neglect can be proven) adds communal responsibility, whether Tudor was underwriting the policy or paying premiums it was felt that this would not be fulfilling our charitable objectives and was not something we could get involved with. So please do not include the costs for this in the budget. We also do not feel convinced that a vehicle is needed at this juncture.

Please note the portion of the grant dedicated towards the new facilitator will be released once I have confirmation that you have carried out a recruitment process and you have a start date for that individual.

Finally, I just wanted to let you know that I will be away on holiday from 7 July returning on 22 July so please do try to send me the information over the next week or so to ensure I can make the payment before I go away.

With all good wishes and looking forward to receiving the information needed to make the payment. Please don't hesitate to be in touch with any questions!

Best regards,

pp 

Hannah Torkington

Grants Manager (Africa & UK)

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22 June 2016

Tudor Ref 38364

Hannah Torkington
Tudor Trust
7 Ladbroke Grove
London
W11 3BD

To: The Tudor Trust

Njeremoto Biodiversity Institute Zimbabwe

I am authorised to acknowledge receipt of the grant offer from the Tudor Trust of £90,000 over two years as continuation funding towards a holistic livestock outreach programme with farmers in villages in the Shurungwi district of Zimbabwe.

Njeremoto Biodiversity Institute Zimbabwe agrees to use the grant for the charitable purpose for which it has been approved and to inform Tudor if there are any changes to that purpose.

Njeremoto Biodiversity Institute Zimbabwe also agrees to ensure that no funds given by Tudor are used in such a way as to constitute bribery and that none of their actions could constitute an offence under the Bribery Act 2010 (UK Government). Such actions include offering or accepting a bribe; bribing a foreign public official or failing to prevent bribery taking place.

Signature: _____

Print Name: _____

Position in the organisation: _____

Date: _____

N.B The letter must be signed by an officer of your Management Committee.

Management committee is the term we use to describe the group of people governing your organisation. You may use another term such as board of trustees, board of directors, executive committee. By officer we mean the Chair, Vice Chair, Treasurer or Secretary of your committee. This must not be a paid member of staff.

Information and Responsibilities Revenue Grants

The Tudor Trust aims to be a helpful and flexible funder and respond imaginatively to organisations' real concerns and priorities. We recognise that organisations are best placed to know what the problems are and what to do about them and are happy to support work which is untried and with uncertain outcomes. We trust the groups that we fund to do the work that is needed. However in order to ensure that the funding relationship is a productive one, both sides need to fulfil their responsibilities.

1. **Management committee responsibility**

Your organisation's management committee* is responsible for ensuring that the grant is used for the charitable purpose for which it was agreed and for ensuring that Tudor is consulted about any changes to that purpose. An officer[#] of your management committee needs to acknowledge the grant commitment by signing and returning the attached green sheet.

2. **Claiming the first instalment**

The first instalment of your grant must be requested **in writing**. We make grant payments by direct transfer to your bank account; when you write to request the first payment please provide us with your organisation's bank details by sending a photocopy of a recent bank statement.

If the grant is for the running costs of **existing work** you will need to confirm that you are continuing with the work as outlined in your application to us. For a **new project or piece of work** please tell us the start date so that we can ensure that our payment is made to coincide with this date. If we aren't funding a new project or piece of work in full you will need to confirm that you have enough funding to run it for at least a year (and preferably for the whole period our grant covers) and provide a breakdown of that funding.

If you want to go ahead with the work before you have raised all the funds outlined in your original application, please let us see a revised budget and let us know how the reduced funding will affect the work to be done.

3. **Informing us of significant changes**

Please keep us informed about any significant changes that will have an impact on the work we are funding - for example the departure of a key member of staff, a major change of direction or policy, a proposed merger or a severe funding crisis.

4. **Claiming subsequent instalments**

You should normally claim subsequent instalments of revenue grants 12 months after the previous payment. We will send you a reminder a month before the next grant payment is due, but it is your responsibility to send us the information outlined below and over the page.

- A detailed report about the work carried out since the last payment. It should be specific about the services/activities provided, the numbers of people you have worked with and the ways they have been supported, although it doesn't need to be lengthy.

- The report should include an assessment of the work that you are undertaking and how you think you have made a difference. We are interested to hear about 'what works' - and about what doesn't! Please explain your plans for developing the work over the coming year in the light of this assessment of the previous year's work.
- Financial information including:
 - a) a copy of the latest annual accounts and annual report
 - b) an estimated income and expenditure budget for the current financial year for the **whole organisation** (indicating which income is secured). If you are near the end of your financial year please send your draft budget for the next financial year as well
 - c) where we are supporting a specific project within your organisation, a breakdown of the **project costs** for the 12 months ahead and (if we are not funding it in full) details of income secured towards it
 - d) written confirmation that your bank details remain unchanged. If you have changed your bank account please send a photocopy of a recent bank statement to confirm the new details

If we need any additional information in your reports, or want you to report back more frequently, we will ask you to do this in the commitment letter sent with this sheet.

5. **Payment of grant**

Once we have received all the information we need we will write to let you know that the payment will be made. We aim to ensure that the payment reaches your bank account within 12 working days of our receiving satisfactory information.

6. **End of grant report**

Please send us an end of grant report 12 months after the final payment. We will send you a reminder giving you guidance on what to include, but if you'd like more detail now please see the *Information for grantholders* section of our website.

7. **Timescales**

Tudor is sometimes one of the first funders to make a grant commitment towards new work. We can hold grants for up to two years as we know that it can take some time to raise the rest of the funds required or to recruit the right person for a new post. 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.

8. **Publicity**

We hope that this grant will help you to attract funds from other sources and are happy for our support to be mentioned to other funders or included in your annual report and accounts. If you have any questions about publicity please contact our Information Team on 020 7727 8522. We will include details of your grant in our annual report and accounts.

9. **Contact details**

We keep contact details for the named individuals representing your organisation on our database so that we can administer your grant and keep in touch as necessary. We will not use these details for any other purpose.

*Management committee is the term we use to describe the group of people governing your organisation. You may use another term such as board of trustees, board of directors or executive committee.

By officer we mean the Chair, Vice Chair, Treasurer or Secretary of your committee. This must not be a paid member of staff.