



ROTHSCHILD FOUNDATION

LOCAL AND COMMUNITY
GRANT ACCEPTANCE GUIDANCE

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1 Accepting Your Grant Offer

Shortly after our Trustees make their funding decisions, we will email you to let you know the outcome of your application. The date you receive the notification email will depend on whether you applied to our Spring or Autumn funding rounds. You can find the timeline for our funding rounds on the [Information for Grant Applicants](#) page of our website.

If your application is successful, our email will include the following attachments:

Grant Offer Letter

This letter will state the value of the grant, any specific conditions of our offer and the name of your Grant Manager, who will be your primary contact for the duration of your grant. The letter will also set out your payment schedule and reporting requirements. If you have any questions about your offer, please contact your Grant Manager.

Grant Agreement

Your grant agreement will set out the terms and conditions of our offer. You will need to sign this document and upload it to our online portal.

The email will include a link to our online portal. Please follow the link and sign in with the account details you used to submit your original application.

You will then be able to complete our Grant Acceptance form and upload a scanned copy of your grant agreement.

2 Navigating to the Grant Acceptance Form

Your notification email will include a link to our online portal. Follow the link and enter your login details.

Please Sign In

If this is the first time you have used our online portal, please create a [new account here](#).

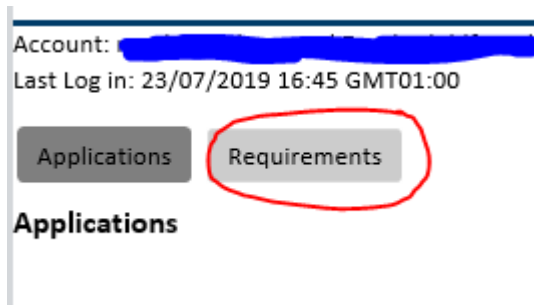
If you tried to create an account and received the error message "Invalid email or password", it means that email address is already associated with an account. Please click the "Forgot Password" button below. A temporary password will then be sent to you. Once logged in, you can then use the "Change Email/Password" link to choose your own password.

E-mail	Password
<input type="text"/>	<input type="password"/>
	Forgot Password?
<input type="button" value="Login"/>	

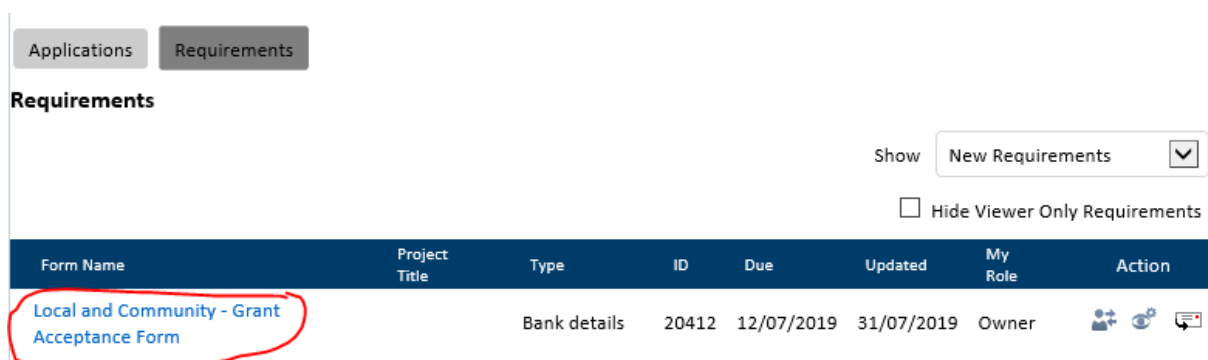
Once you have successfully logged in, you will find a screen that looks like this:

The screenshot shows the user dashboard for the Rothschild Foundation. At the top center is the Rothschild Foundation logo, a stylized sunburst with the letters 'RF' in the center, above the text 'ROTHSCHILD FOUNDATION'. Below the logo is a navigation bar with the following items: 'Account: [redacted]' with a 'Change E-mail/Password' link, 'Contact Us', and 'Log out'. Below the navigation bar are two buttons: 'Applications' (highlighted) and 'Requirements'. Under the 'Applications' button, the heading 'Applications' is followed by a 'Show' dropdown menu set to 'In Progress Applications' and a checkbox for 'Hide Viewer Only Applications'. At the bottom is a table header with columns: 'Application Name', 'Project Title', 'Requested', 'ID', 'Last Updated', 'My Role', and 'Action'.

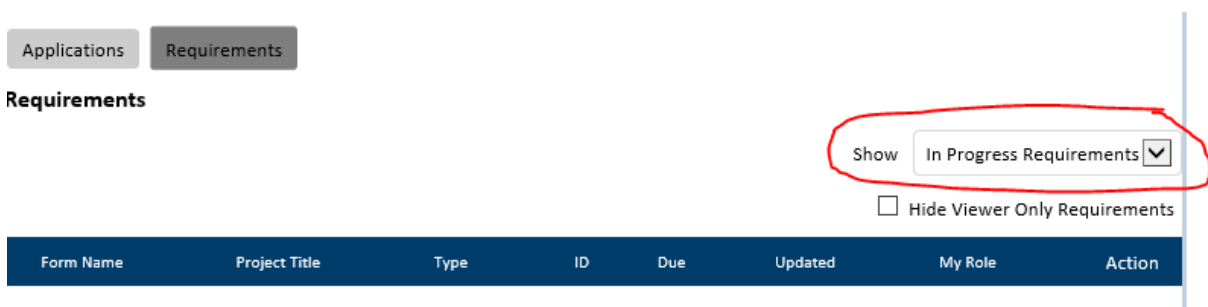
To find the Grant Acceptance form, you will need to click on the 'Requirements' button in the top left corner.



You will then see the form listed in the table below.



If you start the form and come back to it again later, you will need to toggle the drop-down field on the right-hand side to show 'In-progress requirements'. Once you have submitted your form, you will be able to find it under 'Submitted requirements'.



3 How to Complete the Grant Acceptance Form

In this section, we have included the questions that feature on our Grant Acceptance Form along with some guidance on how to respond. Please contact your Grant Manager if you require any assistance.

Submission Guidance

How to Complete This Form – You will be required to upload your signed grant agreement as well as scanned proof of your bank account details e.g. a bank statement or paying in slip. You will find your grant agreement in the email we sent to notify you of your grant offer.

Please ensure that you submit your grant acceptance before the due date shown on the form.

Organisation Details

Organisation Contact Details - The form will automatically pull through the information provided in your original application form. Please let your Grant Manager know if any of your details have changed.

Activity Details

Activity Details - Please check the project title and start / end dates provided in your original application.

Payment Schedule – The schedule date of your next grant payment will be shown in this section. Please note that the date is dependent on the receipt of your form and its associated documents. If you submit your form late, your payment may be delayed.

Grant Acceptance

Grant Agreement – Please upload your signed grant agreement as a PDF. Please ensure all pages of the grant agreement are included (not just the signed page). You will find your grant agreement in the email we sent to notify you of your grant offer.

Bank Details – Please provide the details of the bank account into which your grant should be paid. This bank account should belong to the organisation in receipt of the grant, unless otherwise

agreed with the Rothschild Foundation. You will be required to upload a scanned copy of a bank statement or paying in slip as proof of ownership of the bank account.

Declaration

Please ensure you read the declaration. It includes important information about how we use your data and provides a link to our Privacy Policy.

Review My Submission

You can review the information you have provided so far and make any necessary modifications. If you are satisfied with the content of the form, click Submit. If you are not ready to submit your report yet, click Save & Finish later.

Your Grants Manager will contact you if there are points to clarify.