



Royal Female School of Art Foundation
Widening Access to Arts Education in Greater London

Grant Claim Guidance

Guidance notes for successful grant applicants on making grant claims to the RFSa Foundation.

The mission of the RFSa is to widen access to the arts, design and associated professions by supporting those who might otherwise be unable to start or stay in further and higher education, in Greater London. They may be suffering disadvantage because of financial hardship, cultural barriers, physical or mental disability, or caring responsibilities.

1. The RFSa Trustees expect those organisations to which grants are given to be able to demonstrate that they have met the charity's purpose in the activities undertaken in using the grant.
2. **The trustees must authorise any change of use of the grant before expenditure is incurred. You are strongly advised to obtain the trustees' approval to any such changes to the original application before incurring expenditure.** By the same token, the trustees will endeavour to ensure that such approval is not unreasonably withheld.
3. No grant will be paid until a valid claim has been submitted, **using the grant claim form and checklist.** This must be **signed by a senior manager** within the organisation and use of grant funds verified using your own internal validation procedures. If relevant, examples of proofs of expenditure are purchase orders, authorised invoices, Finance Department invoices with corroborating evidence requesting payment of staffing hours.
4. The trustees reserve the right to ask for the claim to be resubmitted where queries cannot easily be resolved. For elements of the claim not to be paid where insufficient evidence of expenditure has been submitted. RFSa may undertake spot monitoring of fund use.
5. Please do not submit illegible proofs of expenditure – they may not be accepted as valid and you may find that part of your claim rejected as a consequence.
6. Grant claimants are strongly advised to maintain a separate digital file for their RFSa

grant claim and keep scans of all relevant paperwork there so that when the grant claim is made, it is simply a matter of forwarding the electronic file to the Grant Manager of the RFSA (admin@rfsafoundation.org).

7. Grants are paid in arrears, not in advance. Part payments of grants in advance or during the course of the project will not be made. Grants should be claimed by **1 October** in the subsequent academic year (please see Grant Claim Form).
8. A **Monitoring Report** must be submitted part way through the project, **by 1 May** during the relevant academic year. Please see the Monitoring Report for details on what to include.
9. Where a project overruns or starts late, please advise the Grants Manager as arrangements can be made for you to submit a late claim in such circumstances if necessary. However, it should be noted that the trustees are very unlikely to agree that unspent monies or under-claimed funds are rolled over into the next financial year.
10. There is a general obligation on grant claimants to secure value for money in expenditure in connection with an RFSA funded project or bursary. Goods and services should be of an acceptable standard and quality at the lowest cost.

**You are welcome to contact the Secretary if you need any help
in submitting your claim – admin@rfsafoundation.org**