



Grant holder welcome pack

Congratulations on receiving support from the Woodsmith Foundation

This welcome pack is designed to help you make the most of your grant or support, providing everything you need to share your success and promote your project effectively. We're excited to support your journey and look forward to seeing the positive impact your work will have on the community.



Post on social media using any of the handles below



@WoodsmithFoundation



@WS_Foundation_



@woodsmith_foundation



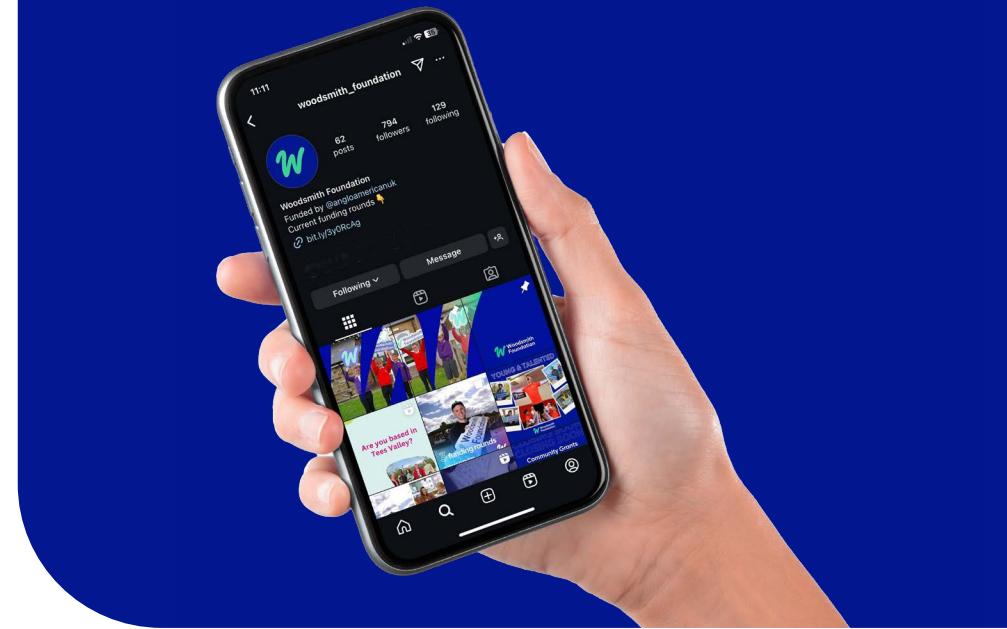
@Woodsmith Foundation

When on your chosen social media channel copy and paste the whole handle (wording) listed above, including the @ sign.

Here are some examples of what you could say:-

"We are happy to announce that the @woodsmithfoundation have awarded us a grant to run our dementia choir sessions. This group is available to everyone in the Redcar and Cleveland area and hopes to provide joy to people living with dementia and their carers."

"Thank you @woodsmithfoundation for our grant of £1,000. This will be used to purchase gardening equipment for our school meaning we can teach the children how to grow their own vegetables. We can't wait to get started!"



Chat GPT can be a great resource to help create social media posts and news stories. There are lots of how to videos on YouTube which can help you explore this further. Please do ensure you read through what you intend to post first and remember keep it short and snappy to avoid readers engaged and avoid them scrolling past!

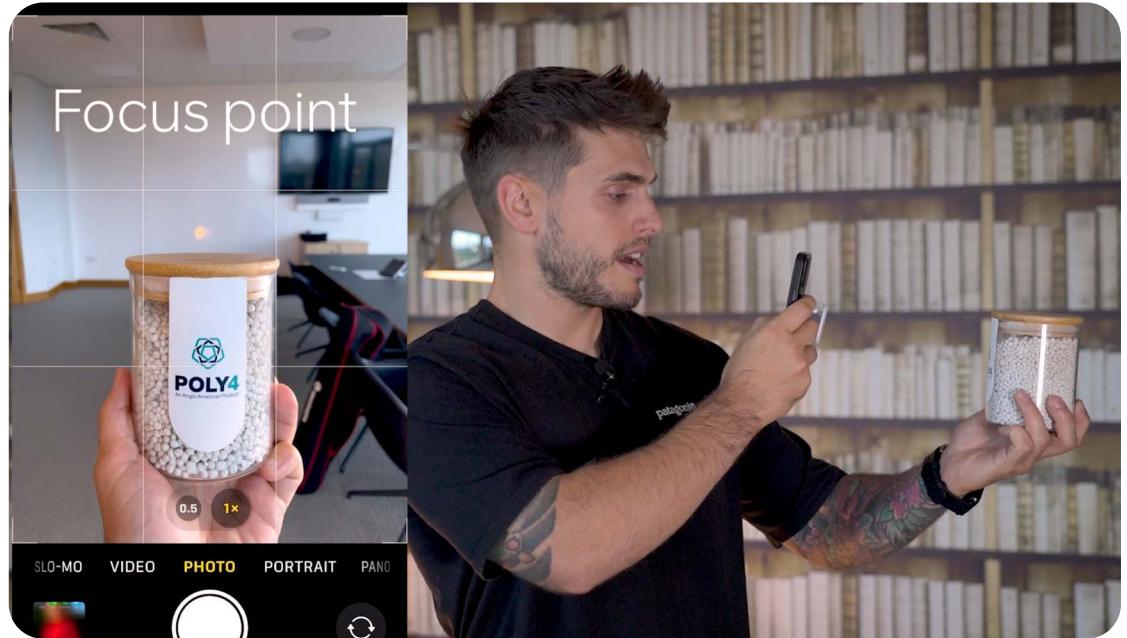
If you share any pictures in which people are easily recognisable remember you need their authorisation to use these. If you are happy for us to use these images we require this form completing by each person in the image <https://form.jotform.com/241374308756360>

Anglo American have created a handy guide on how to take quality images:-

Click the link to watch the video:

<https://www.youtube.com/watch?v=JCdqfPLv1fQ>

Please do tag us and post updates about how any projects or services are progressing. We try to engage with all communications.



Local Press or radio station

You could contact your local press or radio station to tell them about the funding you have received and what you are doing with it. Please remember to include our full name Woodsmith Foundation (not Anglo American) in all publicity. We would ask that a draft is provided to the foundation for approval before this goes to print/is published online.

We ask that a draft is provided to the foundation for approval before this goes to print/is published online. You can send this to us at grants@woodsmithfoundation.org.uk



Our logo

Whilst we do encourage you to include our logo on all materials advertising the funded service or items. We request you follow our logo usage rules to help us maintain brand consistency across all communications.

Primary Logo

Our Primary logo, this should always be used when possible.
Unless on a dark background where we use our secondary logo.



Logo spacing guide

We use the W icon as a guide to make sure our logo has enough space to breath in applications.



Secondary Logo

Our secondary logo follows the same usage as our primary logo, however it is used on a dark background or overlayed on imagery.



White Logo

Our White logo is used as a third option, we use this option when the primary and secondary options don't stand out on a specific background.

Logo use rules

Please follow the below rules to help us maintain brand consistency across our communications.

Logo Don't's

- Do not crop the logo
- Do not rotate the logo
- Do not change the colour or create your own version
- Do not warp or skew the logo
- Do not add effects or shadows to our logo
- Do not create your own version of our logo

Logo Do's

- Scale the logo in proportion, usually done by holding 'Shift' on your keyboard and using your mouse to drag from one of the corners
- Make sure the logo has appropriate space to breathe
- Make sure the stands out on images or coloured backgrounds



Stickers and Plaques

We have a selection of stickers we can provide which can be used on items the grant has enabled you to purchase.

We do not endorse single use items like balloons and encourage you to think about where a sticker would be long lasting to reduce on waste.

If you have received a capital grant we have acrylic plaques which we can provide to display at a building or space we have provided funding towards.

Please get in touch with the team if you have any other suggestions of ways to share about your funding. We are always keen to hear your ideas!



Sirius Minerals Foundation

You may have previously received funding from Sirius Minerals Foundation. This is a previous name for the Woodsmith Foundation. Please do get in touch if you have any signage or stickers which display this name and we will work with you to replace this with the Woodsmith Foundation Logo where necessary.



If things change

We understand that things don't always go to plan. We will try to be as flexible as possible when things change. Your grant was approved on the application we received, so it is important we review any changes before they are made. Send us an email or give us a call to discuss how we could work with you to ensure you can continue to help your community.

Please do get in touch if:-

- You can no longer carry out the project
- The location of your project has changed
- The beneficiaries change i.e you applied to support young people with SEN needs but are not able to do this anymore
- You are going to have an underspend by the end of your project

In extreme circumstances we may ask for your grant back. We do not do this lightly, and it is rare. To avoid this please do reach out and discuss any challenges you are facing.



Could you make your grant greener?

One of our charitable objectives is "Advance environmental protection and improvement including the enhancing of the local landscape" therefore we are always keen to ensure grant holders keep their impact on the planet to a minimum. This could be something as small as not producing paper copies or changing to led light bulbs on your capital project. If you have questions about how to do this or need some further support, please do get in touch.

We ask that you try not to create anything that can be seen as wasteful or harmful to the environment and consider how you can reuse, recycle and repurpose.

Email us at grants@woodsmithfoundation.org.uk or call our Grants and Programmes Officer Rebecca on [07756395535](tel:07756395535)



Monitoring and closing your grant

The timeframe in which you can spend your grant will be clearly detailed within your grant offer letter. Shortly after this has ended, we will email you to request your monitoring report is completed. We ask that you complete this using the link provided in this email. You will also find a copy of the link in your grant offer email. If you complete your project early feel free to complete the form sooner.

We really enjoy reading how your projects went and what you plan to do next. We use these reports to inform our trustees on what we think we need to consider funding in future. What works well, what doesn't and where we are seeing an increase in need. We also appreciate your comments on how working with the Woodsmith Foundation has been for you and your organisation and would love to hear how you think we could make accessing our support easier.

Please note we will not accept any new applications until previous grant monitoring reports have been completed.





Contact us: grants@woodsmithfoundation.org.uk

Rebecca Wagner

Grants and Programmes Officer

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