

## Grant Making Policies

The following are the Policies applied by the Trustees when considering an application for a grant and will assist applicants when considering if their application will fit within the policies of the Trust.

These Policies were adopted on 17th March 2015 and remain until superseded and published.

### 1. Purpose

- 1.1 The purpose of this document is to set out the principles, criteria and processes that govern how the Trust makes grants. It complements the Gift Acceptance Policy, which defines the basis on which the Trust accepts gifts from donors.
- 1.2 A grant is defined as a financial award made by the Trust from its funds to support charitable activities, whether to registered charities, charitable community groups, other bodies or individuals.

### 2. Introduction

- 2.1 The Trust is a registered charity (number 1160279) benefiting people and organisations in the local government parishes of Publow with Pensford, and Stanton Drew. It is governed by a Board of Trustees.
- 2.2 The Trustees have three main routes to govern the Trust's grant making:
  - a) Grant-making **principles**, which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Trustees. These principles, together with the Gift Acceptance Policy, make clear that funds received are the Trust's assets, with degrees of restriction on their use, and that, should they be involved, donors are recommending grants, not awarding them;
  - b) Grant-making **criteria**, which provide the public statement of the activities the Trustees wish to support in furtherance of the Trust's charitable objects. The criteria also include those activities which the Trustees do **not** currently wish to support because they do not consider them to be in line with the Trust's purpose. The Trustees accept that they may on some occasions make grants outside the published criteria but that in all such cases the activity supported will be charitable in law;
  - c) Grant-making **processes**, which set out in broad terms how decision-making is carried out.

# The Pensford, Publow and The Stantons Community Trust

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## **3. Governance principles**

3.1 The principles which underpin the Trustees' governance of the Trust's grant-making take into account the scale of the grant-related activity and seek to achieve an efficient, responsive service for applicants and donors.

3.2 The governance principles are as follows:

- a) The Board of Trustees has ultimate responsibility for all grant-making decisions in line with the Trust's charitable purposes and any restrictions agreed with donors and funding partners;
- b) All Trustees understand the Trust's grant-making principles and processes and have opportunities to engage in and learn from grant-making activities;
- c) The Trustees reserve the right not to approve any recommendation or nomination if, through their decision-making, they determine that the resulting grant would not be charitable, would conflict with the Trust's stated policies or would damage its reputation.

## **4. Grant-Making Criteria**

4.1 The aim of the grant-making criteria is to provide clear information to those individuals and groups considering applying for grants.

4.2 Trustees wish to make grants to a wide range of organisations and individuals within the area of benefit.

4.3 Trustees are keen to make grants to grassroots community groups and voluntary organisations.

4.4 Trustees will consider applications from Community Interest Companies and other social enterprises, where there is a sound Business Plan and an identifiable need which cannot be supported elsewhere. The Trust does not normally support the running costs of such organisations.

4.5 Trustees expect that grants will normally achieve one or more of the following outcomes:

- services and activities that work – helping groups maintain, expand or provide new services with an emphasis on improvement in quality and effectiveness;
- stronger organisations – organisational development rather than the costs of services, and strengthening civil society overall.

4.6 Grant requests which Trustees will not normally support include:

- contributions to general appeals or circulars;
- religious activity which is not for wider public benefit;
- public bodies to carry out their statutory obligations;
- activities which solely support animal welfare;
- activities which have already taken place;
- grant-making by other organisations;
- where access to alternative funds exist.

4.7 There are presently no stated upper or lower limits on the size of grant that may be made. However, applicants should be mindful of the Trust's resources, which are readily available through accounts published on the website.

4.8 Trustees have resolved only to consider applications from individuals in response to programmes advertised on the Trust's website or, exceptionally, on the basis of donor nominations.

### **5. *Grant-Making Process***

5.1 In setting their grant-making process, Trustees wish to be transparent; to address the interests of applicants; and, where considering restricted funds, to respect the wishes of donors. To this end, applications will be considered in the following way:

- Allocation to appropriate funds, where applicable. Inadmissible applications will be rejected at this point;
- Initial assessment to determine whether the application should be short-listed for support. This stage may entail requesting further details from applicants;
- For organisations applying, due diligence on governance and finance is conducted to confirm the application can be supported;
- Trustees generally meet once per quarter. Applicants should generally expect a response to an application within three weeks of the Trust receiving it and a more formal response following the next quarterly meeting. The response time may be reduced in exceptional circumstances where the application is time critical.

**6. *Variations to this Policy***

6.1 The Board of Trustees may vary this policy from time-to-time.

Version 1.0 approved by the Board of Trustees, 17th March 2015