

# Swalcliffe Village Charity – Grant Making Policy

## 1. The Objects of the Swalcliffe Village Charity

Under the terms of the Articles of Association the objects of the Charity are:

*To promote for the benefit of the inhabitants of Swalcliffe and the surrounding area the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or the public at large in the interests of social welfare and with the object of improving the conditions of life of the said inhabitants.*

And

The provision and maintenance of a village hall for the use of the inhabitants of [area of benefit] without distinction of political, religious or other opinions, including use for:

- (a) meetings, lectures and classes, and
- (b) other forms of recreation and leisure-time occupation, with the object of improving the conditions of life for the inhabitants.

## 2. Priorities for support

The number of projects which can be supported by the Charity is, of necessity, limited to the amount of funds available for distribution in any year.

## 3. Principles

In awarding grants, the trustees will apply the following principles:

- 3.1 Applications must be from the parish of Swalcliffe and aside from funding any individual applicant funding must be to support a project within the parish.
- 3.4 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the trustees on their own merits. Although the trustees will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.
- 3.6 Applicants must be over the age of 18. In exceptional cases, the trustees may consider applications from persons outside these parameters.
- 3.7 The Charity will not, save in exceptional circumstances, make individual awards for sums more than £200.
- 3.8 Grants for IT devices (e.g laptops, phones, ipads, tablets etc) will typically not be funded.
- 3.9 The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

## 4. Grant application process

- 4.1 All applications for grants should be completed in conjunction with this policy. They must be made by using the prescribed form issued by the Charity.

## **5. Information requirements before awarding a grant**

Before awarding a grant, the trustees require that the application should:

- inform the trustees of the purpose of the application and the way in which the grant will be used, and should include an itemised breakdown showing how the sum requested has been calculated.
- provide adequate information regarding the financial status of the applicant.
- provide adequate information regarding the intended purpose of any award.
- be signed or verified by the applicant (or in the case of applications by persons under the age of eighteen years by their parent or guardian) to confirm that all information provided is correct.

## **6. Assessment process**

- 6.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the trustees may reasonably require in order to assist them in their decision-making process. Grants will be considered by the trustees at their meetings, and the trustees will aim to write to all applicants informing them of the outcome of their application for funding within three months of receipt of a complete application. Urgent applications will be considered as soon as possible.
- 6.2 Applicants should note that, as with many other charities, far more applications are likely to be received than it has funds to support. Even if an application fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.
- 6.3 The trustees will not be obliged to provide an explanation to the applicants should their application be unsuccessful.

## **7. Monitoring and Publication**

- 7.1 It is the policy of the trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated appropriate to the application and progress may be assessed against agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress having been demonstrated and the trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the trustees may also jeopardise the continuation of the Charity's support. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.
- 7.2 Monitoring visits by representatives of the Charity may be made during the period of a grant.
- 7.3 The trustees also expect to receive copies of any published articles, papers or other outputs which may result from the grant. The trustees also expect the Charity to receive appropriate credits and references in relation to their support, excluding any grants to individuals where this is not considered appropriate.