

Wanborough Community Fund

DRAFT Grant making policy

1. The Objects of the WCF (“the Charity”)

Under the terms of the [Articles of Association], the Trustees apply funds at their discretion, having regard to recommendations from the Grant Subcommittee, in order to support those activities for purposes which help further the Objects, ie:

“[insert objects here] (“the Objects”)”.

2. Priorities for support

2.1 The number of projects which can be supported and the amounts available for grants may be limited to the amount of funds determined by the Trustees to be available for distribution in any year.

2.2 The Trustees may determine priorities for funding over any year. The priorities will be reviewed every year (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Trustees’ view of the most effective application of available funds at any point in time.

3. Principles for awarding grants

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

3.1 Applications must be from within the [benefice/parish of Wanborough, to include Liddington and surrounding villages].

3.2 Grants may be awarded to:

- individuals
- organisations, charities clubs and other social enterprises.

3.3 The Charity will not normally consider applications:

- from national charities
- from those organisations dedicated to issues deemed by the Trustees to be already well funded within local area by other means
- for any purposes for which the government has a statutory responsibility to provide.

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 grant, any new application will in no way receive preferential or adverse consideration.

4. Grant application process

All applications for grants should be made in writing to:

Wanborough Community Fund Trustees

[insert contact details]

4.1 Applicants must provide the following information before be considered for a grant:

- the purpose of the application
- details of the project and the way in which the grant will be used
- how funds will be managed effectively for its intended purpose
- how the award of a grant will further the Objects of the Charity
- the names of those who are to be involved with the project/work to be carried out
- the identity of the person(s) who will be responsible for the receipt and administration of the grant
- on request, provide adequate information regarding the identity and financial status of the applicant/beneficiary
- any other relevant information to inform the Trustees and aid the Trustees' decision making.

4.2 The application is to be signed to state:

- that the applicant understands and undertakes to comply with this policy
- that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them
- that by providing funds the Charity has no liability for any actions taken by the applicant in use of the funds.

5. Governance and Assessment process

5.1 The Trustees has ultimate responsibility for all grant-making decisions in line with the Charity's charitable purposes and any restrictions agreed with donors and funding partners. The trustees delegate the consideration of applications to the Grant Subcommittee.

5.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will then be considered by the Grant Subcommittee at their meetings and a recommendation made to the Trustees. The Trustees will make a final decision.

5.2 The Trustees will aim to write to all applicants informing them of the outcome of their application for funding within a reasonable period from the date of the application.

5.3 Applicants should note that, as with many other charitable trusts, the Charity may receives far more applications that it has funds to support. Even if a project 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.

5.4 The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful. They will however justify any decisions to the Grant Subcommittee particularly where they have not acted on a recommendation.

6. Monitoring and Publication

6.1 The Trustees intend to monitor all grants made and may require progress reports from successful applicants.

6.2 Conditions may be stipulated appropriate to any work to be carried out and progress will be assessed against agreed targets and/or milestones. If a grant is payable in instalments, then payment of subsequent grant instalments will 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.

6.3 The Trustees may publicise the grants it awards through conventional and social media and may require successful applicants to participate in such publicity.

6.4 The Trustees will review all grants made annually to inform its priorities for future years.

SIGNED BY

DATE POLICY APPROVED

DATE of NEXT REVIEW