

VETERANS ASSOCIATION – GRANT MAKING POLICY

Adopted:

Review date:

This grant making policy lays out our aims and principles in awarding grants and also a range of specific checks. Which will be applied to any given grant will depend on the nature of the grant application and will be decided on a case for case basis. All grants will be considered on the basis that they must be in the best interests of the Veterans Association as a charity.

We can only fund projects and activities that are exclusively charitable and fall within the objects of the charity and will provide the necessary public benefit.

1) Grant Making Criteria

- a) General: The charity will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues. In making grants, trustees will take into account the Charity Commission guidance on grant making including (without limitation)
<https://www.gov.uk/guidance/grant-funding-an-organisation-that-isnt-a-charity>
<https://www.gov.uk/guidance/work-with-other-charities#give-money-to-other-charities>
Know your Partner:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/550697/Tool_8.pdf
CC37 Charities and Public Service Delivery
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/586029/CC37.pdf
- b) Charities: organisations must have a written constitution, with exclusively charitable aims, and be run by a minimum of at least 2 trustees.
- c) Governmental Agencies: support will only be considered where there is either no, or inadequate statutory provision.
- d) Other Organisations: any funding of support costs would be limited to the specified activities, services or outcomes, and there is no more than incidental personal benefit.

2) Priorities

- a) Grants will be made based on the funding available and solely on merit. The number of good applications is likely to exceed the funding available.
- b) The trustees use the following criteria to help them in making decisions on how best to allocate funding:
 - i) Those most in need, particularly excluded groups such as the disabled community.
 - ii) The most vulnerable, such as children and older people.
 - iii) Families with children, particularly single parent families and orphans.
 - iv) Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding.
 - v) Any other priorities that the trustees may from time to time decide.

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3) Submission of Grant Applications

- a) We require submissions to be made using our application form and these may not be considered if words exceed the limit on each section. The limits will be labelled on the application form.
- b) You may include relevant supporting documents, such as a programme plan or budget. Applications will need to clearly explain the proposed use of the funds, with a business plan provided for grants in excess of £1000.
- c) Applications may be sent to us by post or as an e-mail attachment.
- d) Check your submission to ensure that you have included the following:
 - i) For all
 - (1) How you meet our funding criteria and our funding priorities.
 - (2) Information on you / your organisation.
 - (3) Evidence of the need and impact the funding would have.
 - (4) Consider whether sources of funding would be available elsewhere to the applicant.
 - ii) If you are a registered charity or other organisation
 - (1) If your application is in respect of a particular project, project/bid details, such as amounts, numbers, timetable.
 - (2) Safeguarding – if you are working with children or vulnerable adults, applications are to include details of the procedures used to ensure they are kept safe from harm and how management ensure these are applied consistently. These must comply with the charity’s safeguarding policy and legislation, and any regulation specific to the activity.
 - (3) Health & Safety at Work (H&SW) please include evidence that the organisation has a robust H&SW framework and management oversight, with adequate policies that are consistently applied and training that is undertaken by everyone who needs to and is up-to-date.
 - (4) Insurance - Details of insurances held, with a certified true copy of the insurance policy.
 - (5) Confirmation that any assets, intellectual property or other material of financial value created with use of the funding applied for will not be disposed of at any point, without confirmation that any proceeds will be used for approved charitable purposes and the prior written permission of the trustees. In the event this is not forthcoming, the asset is to be disposed of in accordance with the trustees’ instructions.

4) Reporting On Grant Awards

- a) All grantees will be required to provide a report on how their grant was used and the impact this has had. The content and nature of information to be reported will be appropriate for the size and type of grant awarded. The charity will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made. This learning will be used to inform future decision making and policy to maximise the charity’s impact. Any unused portion of the grant is to be returned to the charity.
- b) For organisational grants, we would expect you to enter into a formal grant agreement.

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- c) For small grants and any to individuals, we advise applicants of their award and include their obligations on receiving it including:-
 - i) It may only be spent for the purposes for which it was given.
 - ii) Telling us how the grant was spent;
 - iii) Telling us what difference this has made for you;
 - iv) Any supporting evidence required, such as receipts including any deadline for doing s

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5) Charity Grant Management

- a) Decision Making Process: Applications will be considered by our trustee board, who work to the Charity Commission C27 guidelines on trustee decision making. Requests for grants will be made and considered at the next trustee meeting (trustee meetings will be held at least quarterly). Grants are awarded entirely at the discretion of the trustees and their decision is final.
- b) Notification: All applicants will be notified of the outcome of their bid. If you are an individual we will provide the payment once we have completed our due diligence checks. If you are an organisation successful applicants will have funding made available, once they have signed a grant agreement.

6) Data Protection

Applicants' data will be held in accordance with data protection legislation and our Data Protection Policy.

7) Checks and Due Diligence

We have a robust, risk based Due Diligence procedure.

- a) The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that.
- b) If you are an organisation we will consider:
 - i) a review of the track record of the applicant, especially whether it is already making a difference in areas of interest to the Veterans Association; and
 - ii) a review of the financial history of the applicant, in particular with regard to strong governance and financial care / financial due diligence.
 - iii) The level of due diligence required will vary dependent on whether the applicant is itself a registered charity or a CIC, with greater due diligence being applied to organizations/ individuals who do not fall within those categories; and
- c) Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- d) The applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

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8) Promotion

- a) Often those we are trying to reach are the least able to be able to research and find us and to make effective applications. Consequently, it is important to ensure that those we are seeking to reach are made aware and that the application process is kept as simple as possible.
- b) Ways in which people can be made aware include promotion:
 - i) Via websites, such as funders, local community groups and foundations.
 - ii) Social media – either groups relevant to our activity, or local town/village/community groups.
 - iii) Posters in village/town, churches or mosques, doctors' surgeries and shops.
 - iv) Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.
 - v) For some groups, we may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.