The Griffiths Marshall Foundation Grant Making Policy

Grant Making Charitable Purposes

This grant making policy lays out our aims and principles in awarding grants. They will be applied to any given grant, will depend on the nature of the grant application and will be decided on a case by case basis.

We can only fund projects and activities that are exclusively charitable and fall within the objects of the Foundation.

The Objects of The Griffiths Marshall Foundation

The Foundation's objects, via the awarding of grants to relevant other charitable bodies, are specifically restricted to advance in life and help young people through:

1) The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life;

2) Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

3) To help young people, especially but not exclusively through leisure time activities, so as to develop their capabilities that they may grow to full maturity as individuals and members of society.

4) To act as a resource for young people up to the age of 18 living in Gloucestershire by providing advice and assistance and organising programmes of physical, educational and other activities as a means of:

    a. advancing in life and helping young people by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;

    b. advancing education;

    c. relieving unemployment;

    d. providing recreational and leisure time activity in the interests of social welfare for people living in the area of benefit who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances with a view to improving the conditions of life of such persons.

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Grant Making Criteria

The Foundation 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 awarding grants, the trustees will apply the following criteria:

1) Applications from within Gloucestershire are eligible for consideration and all applications will be considered on merit alone.

2) All applications from previous recipients of grants or from previously unsuccessful applicants will be considered on merit alone.

3) The Foundation will work in partnership with other organisations where appropriate to fund initiatives beyond the financial scope of a single organisation. Trustees reserve the right to request information on other donors.

4) The Foundation will not normally support applications from large national charities i.e. those with an annual income in excess of £500,000 or with £500,000 of assets, or charities dedicated to issues deemed by the trustees to be already well funded within Gloucestershire.

5) The trustees reserve the right not to approve any application if through its decision making, it determines that the resulting grant would not be charitable or would conflict with the Foundation's stated policies or damage its reputation.

6) The Foundation grants are restricted to a maximum amount of £2,500.00. This figure will be periodically reviewed and amended by the board of trustees as they see fit. Trustees can at their discretion increase the funding offered where it is deemed appropriate to fulfil a particular grant.

7) Following a previous grant award, charities must observe a minimum two year delay before making a fresh application for funding.

Grants will be made based on the funding available and solely on merit.

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Grant Making Priorities

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

- Those most in need, particularly excluded groups such as the disabled community.
- Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding.
- Any other priorities that the trustees may from time to time decide.

The priorities will be reviewed every year (or more often if deemed appropriate by the trustees) and may be changed in accordance with the trustee's view of the most effective application of available funds at any point in time.

Submission of Applications

All applications for grants should be completed in conjunction with this policy. We require submissions to be made using our application form which can be downloaded at www.griffithsmarshall.co.uk/foundation. Completed application forms can be returned as an email attachment to foundation@griffithsmarshall.co.uk or via post to: The Griffiths Marshall Foundation, 4th Floor, Llanthony Warehouse, The Docks, Gloucester, GL1 2EH.

All applications should be checked to ensure inclusion of the following:

- Details of how the Foundation's funding criteria will be met
- Information on the applicant's organisation/individual identities
- Project/bid details, such as amounts, numbers, timetable
- Evidence of the need and impact the funding would have.

Safeguarding – applications are to include details of the procedures used to ensure children are kept safe from harm and how management ensures these are applied consistently. These must comply with current legislation in this area and any regulation specific to the activity.

Health & Safety at Work (H&SW) – the organisation making the application should have 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 kept up to date.

Insurance – the application should demonstrate that the recipient (whether an organisation or individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of

the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes.

Property/Assets Created – Confirmation that any assets, intellectual property or other material of financial value created will not be disposed of at any point, without confirmation that any proceeds will be used for an approved charitable purpose 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.

Assessment Process

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.

Grants will be considered by the trustees at their meetings. Trustee meetings take place three times a year around February, June and October. Applications should be submitted at least two weeks in advance of a meeting date in order to guarantee consideration at the next scheduled meeting. The trustees will aim to inform all applicants of the outcome within three months following assessment.

Applicants should note that as with many other charitable trusts, The Griffiths Marshall Foundation may receive far more applicants that it has funds to support. Even if a project fits within the criteria and priorities of the Foundation and a detailed assessment has been made, The Griffiths Marshall Foundation may still be unable to provide a grant.

The trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful. Grants are awarded entirely at the discretion of the trustees and their decision is final.

Checks and Due Diligence

The Foundation will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant. This may include the use of a credit checking agency such as Veriphy. The checks will need to confirm that:

- any funding will be applied in accordance with the Foundation's charitable purposes.
- funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- the applicant does not hold views or have any involvement in activities contrary to the Foundation's values and charitable purposes.

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We have a robust, risk based due diligence procedure.

Foundation Grant Management

Notification:

All applicants will be notified of the outcome of their bid. Successful applicants will be advised of their funding award and be informed of their obligations in receiving it, as follows:

- they must confirm receipt
- the grant may only be spent for the purposes for which it was given
- any unused portion of the grant is to be returned to the Foundation
- they must report back on how the grant was spent
- they must report back on the impact the grant had and provide any supporting evidence required, such as receipts
- they must provide these reports on a regular basis, with updates every 3 months

Reporting On Grant Awards:

All grant recipients 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 Foundation will monitor such reports to ensure not only that grants are being use 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 Foundation's impact.

Monitoring and Publication:

It is the policy of the trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. If the 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. The grant recipient should inform the Foundation of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.

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The trustees also expect to receive any copies of published articles, papers and other public communication which may result from the project.

Promotion:

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.

Ways in which people can be made aware include promotion:

- Via websites, such as funders, local community groups and foundations.
- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in village/town, churches or mosques, doctors' surgeries and shops.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

For some groups, we may provide information in a different way, such as an additional language, or to make these accessible to people who have disabilities.

Data Protection:

Applicants' data will be held in accordance with data protection legislation. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed once no longer needed.