

Grant Making Policy

This 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. The checks will depend on the nature of the grant application and will be decided on a case for case basis.

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, doctors' surgeries and shops.

Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

The Purpose of a Grant

Axminster Hospital League of Friends can only fund projects and activities that are exclusively charitable and fall within the objects of the charity, which are:

To provide funding to Axminster Hospital and other providers of health and care services benefiting patients registered with Axminster Medical Practice for items or services which statutory providers are not able to fund. The items or services must support the provision of health and social care in the area, or the wellbeing of staff providing these services.

Funding Criteria

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 comply with [Charity Commission guidance](#), to ensure that it is in the charity's best interests, check that any money is used as it is expected it to be and the decision recorded in the minutes.

Grants to Governmental Agencies - support will be considered where there is either no, or inadequate statutory provision. We would follow [Charity Commission CC37](#) guidelines and only subsidise public services where there was a clear justification for doing so. We would:

- Ensure that decisions were based on the law and in the interests of the charity's beneficiaries.
- Ask questions and challenge assumptions about what public authorities are prepared to fund or have a duty to fund.
- Use such considerations to inform grant-making policies.
- Information should be provided as to how the grant would be used to improve outcomes for users of the service.

Grants to Individuals - we may make small grants to individuals to meet a particular need, or in response to a crisis. We will require you to submit your application through an organisation that has relevant expertise and is familiar with your circumstances, and/or provide information to support your application.

Grants to Charities - We do not normally make grants to other charities.

Grants to Other Organisations - in the event that the Trustees wished to support an organisation that isn't a charity, they are aware of and would comply with the [Charity Commission's guidance](#).

Grants to Overseas Applicants - We do not normally make grants to overseas applicants.

Guidance to Applicants

Axminster Hospital League of Friends does not set any limits on the amount of funding that may be made available, but please note that our funding is limited and, inevitably, we are able to only make a limited number of grants. In exceptional circumstances, we

may make repeat grants. Grants will be made based on the funding available and solely on merit.

Funding Priorities

The Trustees use the following criteria to help them in making decisions on how best to allocate funding.

- Those most in need, particularly excluded groups such as the disabled community.
- The most vulnerable, such as children and older people.
- Families with children, particularly single parent families and orphans.
- 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.

Submission of Applications for Funding

We require submissions to be made using our application form. Please include relevant supporting documents, such as a plan or quotation.

- Applications may be sent to us by post or as an e mail attachment.
- Check your submission to ensure that you have included the following:
 - How you meet our funding criteria.
 - And our funding priorities.
 - Information on your organisation/individual.
 - Project/bid details, such as amounts, numbers, timetable.
 - Budget.
 - Evidence of the need and impact the funding would have.
 - Why funding is not available from elsewhere.

Systems and Procedures

This grant making policy ensures that the Trustees have appropriate systems and procedures in place. Specifically, it

- Allows Trustees to set priorities for funding, which they may change or depart from at their discretion.
- Requires sufficient detail in the grant application, and monitoring procedures, to enable the trustees to identify and assess risks and make informed decisions.

- Enables the charity to carry out appropriate due diligence on organisations applying for grants.
- Ensures grants are authorised by the Trustees, or within a framework of delegation that ensures appropriate oversight and scrutiny.

Trustee Decision Making

Applications will be considered by our Trustee board, who work to the [Charity Commission C27](#) guidelines on Trustee decision making. If appropriate, the Trustees may accept referrals from suitably professional organisations and, if necessary, seek independent specialist advice on technical aspects of applications. However, decision making rests at all times with the Trustees, grants are awarded entirely at their discretion and their decision is final.

Checks and Due Diligence

The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that.

- Any funding will be applied in accordance with the charity'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 charity's values and charitable purposes.

Notification

All applicants will be notified of the outcome of their bid and successful applicants will have funding made available. For organisational grants, we have a formal grant agreement.

For small grants and any to individuals, we advise applicants of their award and include their obligations in receiving it.

- Confirming receipt.
- It may only be spent for the purposes for which it was given.
- Any unused portion of the grant is to be returned to the charity.
- Reporting back on how the grant was spent.
- Reporting back on the impact the grant had and.
- Any supporting evidence required, such as receipts.

- Including any deadline for doing so.

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.

Remedies

In the event that the grantee fails to comply with our grant policy, action that may be taken, such as

- Rescinding the grant agreement; or.
- Refusing to accept the provision of any further services and to require the immediate repayment of some/all sums previously paid.
- Requiring the grantee without charge to the charity, to carry out such additional work as is necessary to make good the failure.

Version Control - Approval and Review

Version No	Approved By	Approval Date	Main Changes	Review Period
1.0	Board	Sept 24	Initial draft approved	2 years
2.0		Sept 25	Logo/Attend	

Regulatory Guidance

- [Grant Funding an Organisation That Isn't A Charity.](#)
- [Work with other charities: making grants to other charities.](#)
- [Know your partner, key issues to think about.](#)
- [CC37: Charities and public service delivery.](#)