



SPORTING TREE FOUNDATION **GRANT MAKING POLICY**

1. Charitable purpose and objective

1.1. The trustees apply the funds of Sporting Tree Foundation at their discretion and in accordance with the charitable purposes and objectives of the charity.

1.2. The trustees have appointed a Sub-Committee to assist with considering stage 1 of the distribution of beneficial grants on its behalf and to make recommendations in accordance with the charitable purposes and objectives. Any decision whether to award a grant remains solely the responsibility of the trustees for those who successfully move onto stage 2.

1.3 A grant is defined as a financial award made by the Foundation from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other organisations or individuals.

2. Priorities for support

2.1. The amount of work or number of projects that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are:

- **The promotion of community participation in healthy recreation for the benefit of the inhabitants of Swale and the surrounding areas, in particular but not exclusively among children and young people, by providing grants to organisations that promote community participation in sports and dance.**

2.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

3. Principles applied in determining support

The trustees have three main routes to govern the Foundation's grant making:

3.1 Grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Sporting Tree Foundation's trustees. This clarifies the important principle that funds given are the Sporting Tree Foundation's asset, with degrees of restriction on their use and that, where they are involved, donors are recommending grants, not awarding them.

3.2 Grant-making criteria which provide the public statement of the activities the trustees wish to support in furtherance of the Foundation's charitable objectives. The criteria also include those activities, which they do not currently wish to support because the trustees do not consider them to be in line with the Foundation's purpose. The trustees accept that they will on some occasions make grants outside the published criteria but that in all such cases the activity supported will be charitable in law.

3.3 Grant-making processes which set out in broad terms how decision making is carried out for different types of funds.

Governance principles

3.4 The principles which underpin the trustees' governance of the Foundation's grant-making take into account the scale of grant-related activity and strike a balance between direct involvement in decisions, and efficient, responsive customer service for applicants and donors.

3.5 The governance principles are as follows:

- The Board of trustees has ultimate responsibility for all grant-making decisions in line with the Foundation's charitable purposes and any restrictions agreed with donors and funding partners.
- The trustees may give certain decision-making responsibilities to its sub-committees, within its framework of delegation.
- All trustees understand the Foundation's grant-making principles and processes and have opportunities to engage in and learn from grant-making activities.
- The trustees reserve the right not to approve any recommendation or nomination 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.

Grant-making criteria

3.6 The aim of the grant-making criteria is to provide clear information from the trustees to those individuals and groups who want to apply for grants.

3.7 Clear guidance on criteria for applications from individuals and groups is a part of this policy and set out at Appendix 1. The Board will review this criteria from time to time and, if necessary, to amend or update them.

3.8 The trustees wish to make grants to a wide range of sporting organisations and are particularly keen to help community groups and small-to-medium-sized organisations in the primary area of benefit (Swale). The Foundation normally only makes grants to such organisations where there are strong relationships in the primary area of benefit and the proposal has potential to achieve a substantial impact.

3.9 Trustees expect that grants will normally achieve one or more of the following outcomes:

- The grant will assist in supporting community participation in Sports and Dance
- The grant will increase sporting activity within the desired geographical area
- The grant will increase accessibility in regards to sport and dance to individuals within the geographical area
- The grant will open opportunities to organisations or individuals that would not normally have access to such situations

3.10 The trustees will consider any requests or known situations that are eligible for consideration:

- From any geographical area within Swale and surrounding areas;
- From organisations and individuals alike;
- From organisations or individuals related to Sport or Dance;
- From organisations or individuals that have not secured any other form of grant for the required project;
- From organisations or individuals that do not have any other source of sponsorship or funding.

3.11 Grant requests which the trustees will not normally support are:

- Contributions to general appeals or circulars;
- Religious or Political activity;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place;
- Grant-making by other organisations

3.12 The upper limit amount that a grant will normally be made for is £500. This applies to grant requests and donor-nominated grants.

3.13 A limited number of funds support individuals, and the trustees have resolved to only accept applications from individuals for these funds as advertised or, exceptionally, on the basis of donor nominations. The window of opportunity for individuals to apply for a grant normally opens between April and May of each year.

Grant-making processes

3.14 In setting grant-making processes, the trustees have determined they should be transparent and address the interests of both applicants and the wishes of donors and funding partners. To this end, all grant requests go through a four-stage process as follows:

- Allocation to available funds according to their availability and criteria. Requests that cannot be allocated to live funds are rejected.
- Assessment by sub-committee to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected, unless a donor/partner wishes to review them.

- Review of the assessment and recommendation the Board of Trustees, or by a person acting with the delegated authority of the Board. Grants not recommended are rejected, unless allocated to another fund.
- Ratification of the recommendation by the Board of Trustees, or a person/committee acting with its delegated authority.

3.15 Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.

3.16 The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

4. Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary;
- That funds are applied in accordance with the charity's charitable purpose;
- That funds are not knowingly used for:
 - Money laundering in accordance with the operative Money Laundering regulations;
 - Terrorist financing in accordance with the Terrorist Act 2000;
 - Bribery in accordance with the 2010 Bribery Act.

4.2. The trustees will adopt a risk rated approach to due diligence.

Risk factors will include;

- The size of the grant;
- The geographical location in which the grant will be applied;
- The nature of the relationship between the charity and the applicant.

4.3. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken.

4.4. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

4.5. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary.

5. Administration

5.1. For smaller grants, requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request.

5.2. For larger grants, trustees should be confident:

- Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;
- Of the person(s) responsible for the management of the grant and for overseeing the work;
- That all local applicable laws and working practices associated with the work are fully and properly applied;
- That suitable safeguarding policies are in place in cases where the applicant works with children or vulnerable adults.

5.3. For larger grants, in addition to the requirements set out in 5.2, trustees would expect a written report (on request) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature or the location of on-going work.

5.4. With the agreement of the charity and the beneficiary, grants will be provided by means of a cheque or bank transfer. The charity's normal payment authorisation process will be applied to any payments.

5.5. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

5.6. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

6. Decision making

6.1. The decision of the trustees on whether to award a grant is final.

6.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.

Agreed by Sporting Tree Foundation	
Signature	Date
REVIEW DATE	09 January 2019
REVIEW AUTHOR	Suzi Rawes (Chairperson)

APPENDIX 1: GRANT-MAKING CRITERIA

Who can apply?

We make grants to a wide range of sporting organisations. We are particularly keen to help community groups and small-to-medium-sized organisations.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. You must have a governing document (constitution, rules, memorandum and articles of association etc.). You must also have a bank account in your group's name.

We also make grants to a limited number of individuals each year during a window of opportunity, however grant applications must fulfil the charitable objectives.

Grant applications whether successful or unsuccessful will only be considered every two years.

Which area do I need to be in to apply?

Our grants are for activities and projects in Swale (and the surrounding areas) only. If your work is in these areas, you can apply on our grant application form and we will try to match your request to a fund.

What sort of support is available?

Through our grants to groups, we are interested in supporting those where:

- The grant will assist in supporting community participation in Sports and Dance
- The grant will increase sporting activity within the desired geographical area
- The grant will increase accessibility in regards to sport and dance to individuals within the geographical area
- The grant will open opportunities to organisations or individuals that would not normally have access to such situations

The upper limit of the grant is usually £500.

Grants can be used towards projects, workshops, equipment or capital developments. The work can be new, continuing or a one-off initiative.

In all cases, you must have a strong case for support. That means being able to explain what you will do with the grant, who will benefit and how you know the work will make a difference to the intended beneficiaries or cause.

We will not fund requests to support:

- Contributions to general appeals or circulars;
- Religious or Political activity;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities that have already taken place.
- Grant making by other organisations

When will I get a decision?

Our board of trustees meet 4 times a year – 1 January, 1 April, 1 July, and 1 October. We take up to four weeks to make a decision. We will let you know if you have been awarded a grant or not. If we think your application might be suitable for a particular fund but this will take more than four weeks, we will contact you.