



Grant-Making Policy

Purpose

This policy sets out the principles, criteria and processes as to how Addison Youth will award grants to eligible organisations in the Hammersmith & Fulham area.

A grant is defined as a financial award that Addison Youth will make from its funds to support charitable activities in the area.

Introduction

Addison Youth is the grant-making name of Addison Youth Club; a registered charity (number 1124045). The objects of the charity are:

to promote the development of boys and girls resident in the London Borough of Hammersmith & Fulham and the neighbouring district in achieving their full physical, intellectual, social and spiritual potential.

Addison Youth is governed by a Board of Trustees (**Board**) which will ensure proper governance of the charity's grant-making activities through:

- grant-making **principles** to guide the approach;
- publishing grant-making **criteria** which set out the priority activities the Board wish to support in furtherance of the charity's objectives. (The Board accepts that on some occasions grants outside of such published priorities will be made, but that in all such cases the activity supported will be charitable in law and within the objects above); and
- grant-making **processes** which set out how decisions are reached for awarding grants.

The size and number of projects that can be supported by the Board is necessarily limited to the amount of funds that are available for distribution each year and at the sole discretion of the Board.



Grant-making principles

The principles are as follows:

- The Board has ultimate collective responsibility for all grant-making decisions in line with Addison Youth's objects and charitable purposes;
- The Board may assign certain decision-making responsibilities to sub-committees within its scheme of delegation. Such delegated decisions are subject to the scrutiny and review of the Board;
- The Board reserves the right to apply specific conditions to any grant; and
- The Board reserves the right to refuse any grant applications (including those that do meet the grant-making criteria) and, while feedback may be provided in such instances, the decision to withhold or not make a grant will be purely at the discretion of the Board.

Grant-Making Criteria

Guidance on criteria for applications for each grant round is published at:

www.addisonyouth.org

Addison Youth can only make grants to support activities which are charitable in law and support young people in Hammersmith & Fulham and neighbouring districts. The minimum and maximum levels of grant are set out below and will be decided in the sole discretion of the Board, and to be eligible to apply, organisations will need to meet the necessary general or specific criteria (e.g. need to be registered with the Charity Commission, or hold CIC with asset-lock status, where no more than one director is being remunerated from the company).



In addition to the general criteria, specific criteria for each grant round will be published. All applications must use the application form and follow the application process outlined at:

www.addisonyouth.org

Although the majority of grants will be restricted to a specific charitable project or purpose, Addison Youth, at its discretion may, from time to time, make unrestricted grants to support general running costs for those organisations which meet the applications criteria.

General eligibility criteria will include the following:

- ▶ Grants will cover activities for children and young people between the ages of 8 to 25 in line with the timeline previously agreed;
- ▶ applications from members of [London Youth](#) and from members of [Young Hammersmith and Fulham Foundation](#) will be prioritised;
- ▶ the minimum grant size is typically £5,000 and the maximum grant in 2023-24 will be £10,000;
- ▶ all applicants will either need to be a charity registered with the Charity Commission, or a CIC, with a relevant asset lock status, where no more than one director is receiving remuneration from the company;
- ▶ the proposed purpose for which funds are being sought needs to be consistent with the applicant organisation's charitable objects;
- ▶ applications may be made for core costs and/or specific programme activity which supports the aim of the grant round in any one year, as set out in the grant-making guidance.
- ▶ the applicant organisation meets a reasonable level of due diligence requirements, relative to the size of the grant being sought.



Grant requests which the Board will not support are:

- Where the only Board/Committee members are related parties
- Contributions to general appeals or circulars
- Religious activity which is not for wider public benefit
- Activities which have already taken place
- Project for the benefit of an individual child or young person
- Medical treatments or support
- Activities which include statutory obligations
- Grant-making by other organisations (“sub-grants”)
- Public bodies
- Privately owned and profit-distributing companies or limited partnerships
- Other organisations such as Scout Groups, Housing Associations, etc.
- Where costs are passed on to participants to take part in grant-funded activities

Grant-Making Process

Addison Youth will aim for its grant-making processes to be transparent. To this end, all eligible external grant requests go through a process as follows:

Application

All applications must be made on the application form downloaded from the website. General letters and circulars will not be considered.

In addition to responding to external grant requests, the Board may at their discretion invite or commission proposals or provide funding in collaboration with others by combining fund contributions, where doing so would meet the applicant’s strategy and priorities for its funds.

The application process will be a two-step process, which is:

1. Step 1 – Initial Assessment: the purpose of the initial assessment is to establish whether an organisation meets the essential eligibility criteria and passes the due diligence process, relative to the size of the proposed grant.
2. Step 2 – to look at the purpose and/or nature of the activities of the programme for which funding is being sought.



Step 1 - Initial Assessment (essential eligibility criteria)

All grant applications will be subject to initial assessment to ensure they meet the essential criteria for funding. This will be delegated to the charity administrators to carry out sufficient due diligence on any potential grantees to ensure:

- The identity of the beneficiary and whether they are a member of London Youth; or member of Young Hammersmith and Fulham Foundation;
- that the organisation is registered as a charity with the Charity Commission, or hold CIC with asset-lock status where no more than one director is in receipt of remuneration from the company;
- that the organisation's statutory filing obligations with the relevant authority are up to date;
- that the organisation carries a level of insurance cover which is appropriate for the type of activities being carried out and/or proposed;
- that the organisation evidences its financial position, through relevant bank statements and the most recent set of accounts;
- that appropriate oversight of the organisation's financial affairs is in place;
- that the funds applied for are for activities in accordance with the applicant'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; and
 - Bribery in accordance with the 2010 Bribery Act.
- That robust safety and safeguarding policies and procedures are in place, as well as other relevant policies, such as Data Protection and Equal Opportunities policies; copies of which will be sought in accordance with the due diligence process; and
- That the organisation maintains appropriate records of all staff and volunteers, who have received appropriate training to work with young people and who have completed the necessary checks to enable them to do so.



Step 2 – Purpose and/or Programme considerations

Having passed the essential eligibility criteria, all grant applications will be subject to a second assessment which will focus on the nature of the programme for which funding is being sought, including consideration of whether such programme activity meets any special criteria for the funding round.

We may be in touch with applicants for further information if anything is unclear. Applicants must be prepared to provide such other information as the Board may reasonably require in order to assist them in their decision-making process.

Review

All applications that meet the essential criteria will be considered in full by the Board in early 2024. A summary of those that have not met the essential criteria will be provided to the Board for information.

The Board will prioritise awards based on any priorities set for the grant round, the context of other funding awarded and local needs.

Applicants should note that, as with many other charitable trusts, Addison Youth is likely to receive more applications than it has funds to support. Even if an application fits within the criteria and priorities for the grant-making round and a detailed assessment has been made, it may not be possible to award a grant.

Award

The Board is not obliged to provide an explanation to applicants in the event that their application is not successful but will try to do so for organisations that have completed the full application process.

Successful applicants will be sent an offer letter and grant agreement outlining the payment schedule and reporting requirements.

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

Applications received will be stored and subsequently disposed of in accordance with Addison Youth's policy on data protection and prevailing Data Protection legislation.



Monitoring and Publication

Grant recipients will be expected to provide a final report of how the grant has been spent.

Monitoring visits by representatives of Addison Youth may be made during the period of a grant.

Before a grant can be confirmed, conditions may be stipulated appropriate to the application and progress may be assessed against agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress having been demonstrated and the Board reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Board may also jeopardise the continuation of grant support.

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.

A list of recipients will be published on the Addison Youth website and in the Annual Report.

Equality, Inclusion & Diversity

Addison Youth welcomes applications from a broad and diverse community so it is essential that equality and the absence of unfair discrimination be at the core of any organisation seeking grant support.

Addison Youth will not unfairly discriminate in the assessment or treatment of grant applicants on the basis of any factor which is not relevant to the eligibility of their application. Grants will not be awarded for activities that discriminate or exclude people unnecessarily.

Variations to this policy

The Board reserves the right to vary the terms of this policy from time to time.