

Grant-Making Guidance for 2023-24 Grants

What we fund

Addison Youth provides funding to support the development of children and young people aged between the ages of 8 and 25 in the London Borough of Hammersmith and Fulham. Since our inaugural grant year 2020-21, we have given about £300,000 to organisations delivering services across the borough - you can see a list of these organisations on the Community Partners section of the website.

We are now open for applications for the 2023-24 grant round from 1st December until 12th January 2024. We will be seeking to award about £75,000 of grant funding within the Hammersmith and Fulham community for work commencing in 2024. Our priority will be to provide grants to youth clubs and projects that are helping to meet basic needs within a youth work context.

As in previous years, the minimum annual grant award will typically be £5,000. However, in light of the need to provide core cost funding to organisations in the borough, we are 'capping' the maximum annual grant available at £10,000.

Applications for capital projects will not be considered in this grant round and Trustees will be giving priority to core costs and/or 'activity' projects.

Eligibility

As a registered charity, Addison Youth can only make grants to support activities which are charitable in law and support children and young people in Hammersmith and Fulham and neighbouring districts.

To be eligible to apply for a grant from Addison Youth, applicants must:

- Be a charitable organisation – one of the following:
 - A charity or CIO registered with the Charity Commission for England and Wales: or
 - a Community Interest Company that does not distribute funds.

- Be a member of London Youth or Young Hammersmith and Fulham Foundation;



- Be working to produce opportunities for children and young people (aged 8 to 25) in Hammersmith and Fulham;
- Have a bank account in the name of the charity with at least two unrelated signatories required to authorise payments;
- Have relevant insurance in place for the activities being undertaken;
- Have a robust *Safeguarding Policy and Procedures* in place;
- Have other relevant policies in place, such as *Health and Safety, Data Protection and Equality, Diversity and Inclusion*;
- Provide information requested in the application form; and
- Not undertake activities that fall into one of our exclusion areas.

Grant requests which Addison Youth will not support are:

- Contributions to general appeals or circulars;
- Contingency costs, loans, endowments or interest;
- Religious activity which is not for wider public benefit;
- Political activities;
- Activities which have already taken place;
- Projects for the benefit of an individual young person;
- Medical treatments or support;
- Activities which are covered by statutory obligations;
- Grant-making by other organisations (“sub-grants”);
- Other membership bodies such as scout groups, housing associations, etc.;
- Public bodies;
- Privately owned and profit-distributing companies or limited partnerships;
- Organisations where the only board/committee are related parties;
- Have a high fee charged to individuals for participation which might not be affordable to some families; and
- Applications received after the **closing date of 12 January 2024**.

Guidance re the application process

Make sure you complete the application form in full and provide the additional attachments requested such as Safeguarding Policies and Procedures. You will also be asked for other policies such as *Health and Safety, Data Protection, Equality Diversity and Inclusion* policies and will be asked to evidence the level of insurance cover held.



Grant awards offered will be communicated by the end of February 2024 and respective payments will be made by 31st March 2024.

Grant-Making Process

Addison Youth aims 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 on the website. General letters and circulars will not be considered.

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

Applicants will be assessed in 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/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 and/or a member of the Young Hammersmith and Fulham Foundation;
- that the organisation is registered as a charity with the Charity Commission, or holds 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 can provide evidence of its financial position, through relevant bank statements and most recent set of accounts;
- that appropriate oversight of the organisation's financial affairs is in place;
- that funds applied for activities which are 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 *Health and Safety, Data Protection and Equality, Diversity and Inclusion* 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 purpose and/or nature of the activities/programme for which funding is being sought, including consideration of whether such programme activity meets any special criteria for the relevant funding round.

Addison Youth 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 of Addison Youth 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 endeavour to do so for organisations that have completed the full application process.

Applicants that are successful will be sent an offer letter and grant agreement which will outline when payments will be made and the 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 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.