



SAVE OUR SHROPSHIRE POLICY DOCUMENT

POLICY: GRANT-MAKING



1. Purpose

- 1.1. The purpose of this policy is to set out the principles, criteria and processes that govern how Save Our Shropshire (SOS) makes grants. It complements the Gift Acceptance Policy, which defines the basis on which the Foundation accepts donations into funds.
- 1.2. We define a grant as a financial award that SOS makes from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other bodies or individuals.

2. Introduction

- 2.1. Save Our Shropshire CIO (SOS CIO) is a registered charity (number xxxxxx) benefiting individuals and organisations particularly, though not exclusively, in the geographical county of Shropshire. A board of trustees governs it. A staff team led by the Chair has delegated responsibility for day-to-day activities.
- 2.2. The trustees ensure proper governance of the Foundation's grant-making in three ways.
 - 2.2.1. SOS Trustees ultimately decide on grants based on our **grant-making principles**, even where donor or funding partner involvement is involved. These principles clarify that the funds given are the SOS CIO's asset, with degrees of restriction on their use. Where donors or funding partners are involved, donors or funding partners recommend grants and do not *award* them.
 - 2.2.2. SOS has established **grant-making criteria** that set out the activities the trustees wish to support to further the Foundation's charitable objectives. The criteria also include activities which the trustees do not want to support because they do not consider them to be in line with the Foundation's purpose. The trustees will make grants outside published criteria on some occasions, but the activity supported will be charitable in law in all such cases.
 - 2.2.3. SOS has established **grant-making processes** that set out how Trustees reach decisions to award grants from different types of funds at SOS CIO



3. Grant-making principles

3.1. The principles which underpin the trustees' governance of SOS CIO's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

3.2. The principles are as follows:

3.2.1. The Board of Trustees has ultimate collective responsibility for all grant-making decisions in line with SOS CIO's charitable objects, and any restrictions agreed with donors and funding partners.

3.2.2. Trustees may assign specific decision-making responsibilities to their sub-committees, Board members or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.

3.2.3. Trustees reserve the right to apply conditions to any grant.

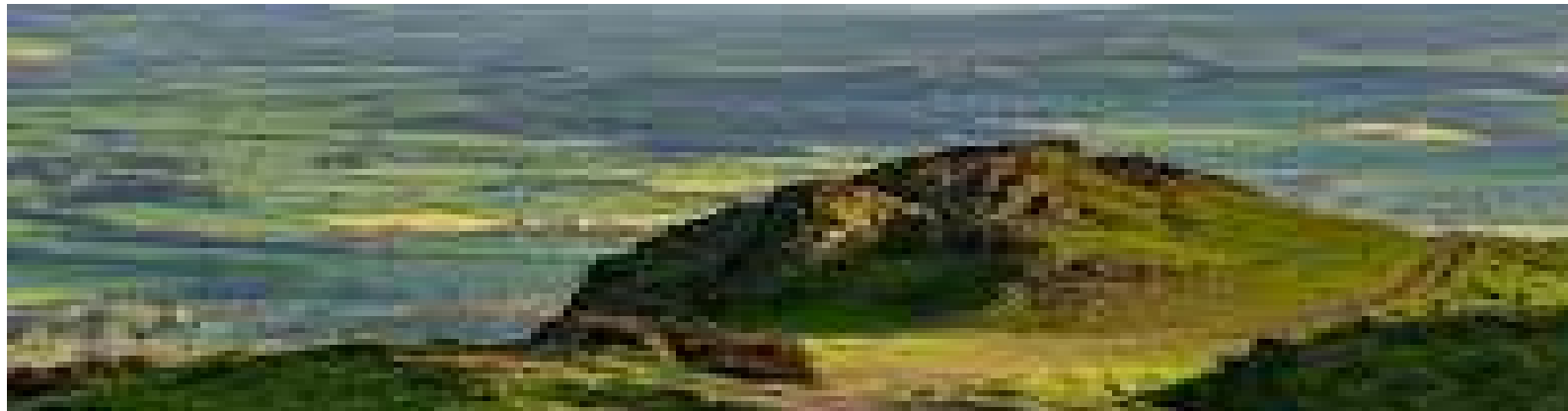
3.2.4. Trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable or would conflict with the SOS CIO's stated policies or damage its reputation.

4. Grant-making criteria

4.1. We set out SOS CIO's guidance on criteria for applications from individuals and groups in Appendix 1 of this policy. Our goal is to make grants to a wide range of organisations. Trustees are particularly keen to help organisations within the geographical area of Shropshire and those engaged in bringing about behaviour change in pursuit of combatting the effects of climate change. While not excluding large UK-wide charities, SOS CIO will typically only make grants to such organisations where strong relationships exist in the primary benefit area, and the proposal can substantially impact that area.

4.2. As a registered charity, SOS CIO can only make grants to support activity that is charitable in law. Organisations do not have to be registered charities to apply, but SOS CIO will only make general running cost or unrestricted grants to charities. SOS CIO will always restrict grants to other types of organisation for a specific charitable purpose.

4.3. Trustees are mindful of the regulation and focus of Community Interest Companies (CICs) and other non-charity social enterprises. SOS CIO will



consider helping such organisations, where there is a sound business plan, with the charitable costs of start-up or expansion. SOS CIO will not typically support CICs and other non-charity social enterprises with the costs of continuing services, which they should finance by the sale of goods and services in line with the governance model they have chosen.

4.4. Trustees expect that grants will typically support one or more of the following outcomes:

4.4.1. *Services and activities that work* – helping groups maintain, expand or provide new services, emphasising quality and effectiveness.

4.4.2. *Stronger organisations* – organisational development rather than the costs of services, and strengthening the impact on climate change.

4.4.3. *Change in policy and practice* – where the focus is not on services but on influencing relevant policy and practice improvements within their organisation.

4.5. Organisations that wish to make support applications must use SOS CIO's Grant Application Form shown in Appendix 3 and email this to allan@saveourshropshire.org.

4.6. Trustees will not typically grant requests which are for:

4.6.1. Contributions to general appeals or circulars;

4.6.2. Public bodies to carry out their statutory obligations;

4.6.3. Activities that have already taken place;

4.6.4. Grant-making by other organisations.

4.6.5. Privately owned and profit-distributing companies or limited partnerships.

4.7. Trustees usually expect that all grants will have one to three measurable objectives agreed upon at the beginning of the funding period as part of the grant offer. This requirement is to ensure SOS CIO's resources are used solely to further its charitable objectives, and it can report on the impact of grants in this context.

4.8. The minimum grant in response to an external request is £500. The minimum for a donor-nominated grant is £250.



5. Grant-making processes

- 5.1. Trustees aim for the Foundation's grant-making processes to be transparent and address applicants' interests and the wishes of donors and funding partners. All eligible external grant requests will go through a four-stage process as follows:
 - 5.1.1. **Allocation** to available funds according to their availability and criteria. SOS CIO will reject requests that it cannot allocate to live funds.
 - 5.1.2. **Assessment** to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected unless a donor/partner wishes to review them.
 - 5.1.3. **Review** of the assessment and recommendation by a fund advisor, panel, the Board, or by a person acting with the delegated authority of the Board. Grants not recommended are rejected, unless allocated to another fund.
 - 5.1.4. **Ratification** of the recommendation by the Board or a person/committee acting with its delegated authority.
- 5.2. The process for donor-nominated grants is:
 - 5.2.1. A fund advisor nominates a grant to a UK-registered charity, a similarly regulated organisation for charitable purposes, or an individual in need.
 - 5.2.2. Due diligence on governance and finance is conducted by staff to confirm the nomination can be supported for organisations.
 - 5.2.3. The Board or the person/committee acting with its delegated authority will then ratify the nomination
- 5.3. The trustees 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 the Foundation's strategy and priorities for its unrestricted and discretionary funds.
- 5.4. Trustees delegate responsibility for the approval of grants from different funds as follows.
 - 5.4.1. The Board will delegate ratification of recommendations from donor- and panel-advised funds and for donor nominated grants to the Chair. The Chair will formally report a list of ratified and rejected grants to the Board.



5.4.2. Any senior staff member may approve external requests or invited proposals for up to £2,000 from unrestricted and discretionary funds. The Chair will ratify decisions.

5.4.3. A staff panel established by the Chief Executive will consider external requests or invited proposals for over £2,000 and below £10,000 from unrestricted and discretionary funds. The panel's recommendations are then ratified by the Chair and reported to the Board.

5.4.4. The Board or a grants panel it establishes to act on its behalf will consider external requests or invited proposals for amounts at £10,000 and above from unrestricted and discretionary funds. In such cases, the funds are treated as panel advised and recommendations ratified by the Chair.

5.5. Recommendations to approve high-risk and unusual grants of any type are not delegated and will be referred to the Board. Examples include where:

5.5.1. there is a question as to whether the grant would be for a charitable purpose;

5.5.2. there are risks around an organisation's long-term liquidity or solvency

5.5.3. the grant is for unusually large sum, or for a type of organisation, activity or area of benefit not usually supported

5.5.4. one or more trustees or senior staff have a conflict of interest

5.5.5. there is a risk of damage to SOS CIO's reputation

5.5.6. there is a potential conflict with the Foundation's policies.

6. Variations to this policy

6.1. The Board of trustees may vary the terms of this policy from time to time.

Version 1 of this policy was approved 4 June 2021



APPENDIX 1: GRANT-MAKING CRITERIA AND PROCESS

How do I apply?

Please contact allan@ssaveourshropshire.org for a copy of our form, which can be used to support the grant application.

Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations, who will further our charitable objects in pursuit of net-zero carbon and greenhouse gas emissions by 2030. We do not normally make grants to large UK-wide charities, but we might do so where there are strong relationships in our area and the proposal has potential to achieve a substantial impact.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. However, please note that we can only make grants for general running costs or unrestricted purposes to charities. Grants to any other organisations will always be restricted for a specific charitable purpose.

You must have a governing document (constitution, rules, memorandum and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your group's name with at least two unrelated signatories.

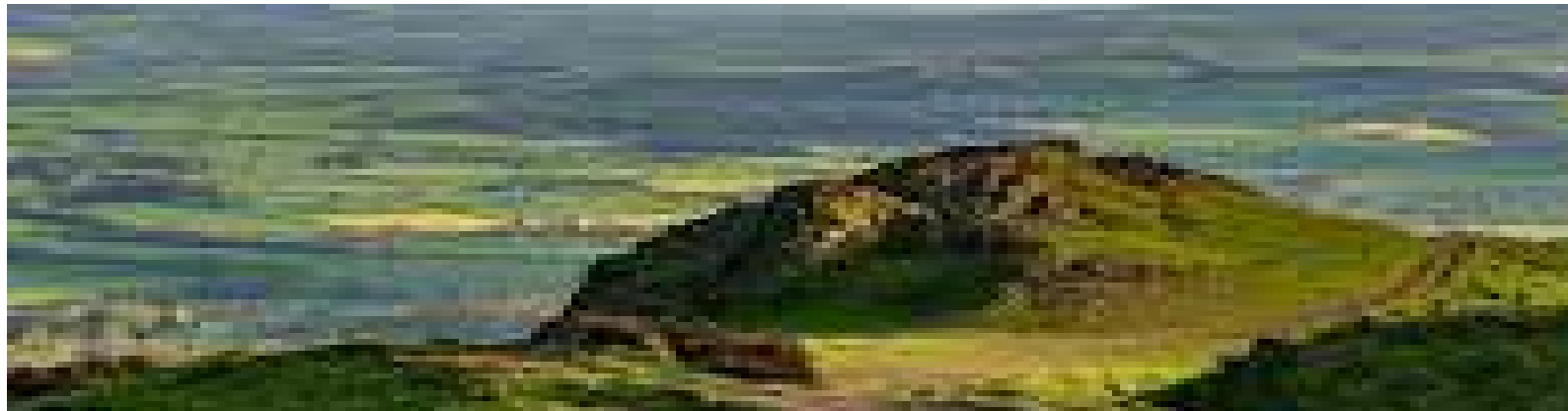
Community Interest Companies (CICs) and other non-charitable social enterprises with a business plan that shows realistic aspirations for non-grant income generation can apply for a restricted grant to support the charitable costs of any start-up or expansion. We do not normally support such organisations with the costs of continuing services, which should be financed by the sale of goods and services in line with the governance model they have chosen. CICs and non-charitable social enterprises must provide a Community Interest Statement and business plan when making an application.

For general Community Foundation grants, you can apply whatever your income level. Some funds and programmes may have more specific requirements about the size and type of organisation eligible. When this is the case, there will always be a call for applications that will state the criteria you must meet.

If you have previously had a grant from us we will not consider any new application unless you have sent us all the required grant reports.

Which area do I need to be in to apply?

We restrict our general grants to activities that will impact the reduction of carbon and



other harmful greenhouse emissions or improve the climate within the Shropshire County area.

If your work is in this area, you can apply on our general 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:

- **Services and activities that will work** to helping groups maintain, expand or provide new services, from the point of view of quality and effectiveness in support of our charitable objects.
- **Creation of stronger organisations** – thus organisational development rather than the costs of services-and strengthening our objective of meeting climate change challenges.
- **Change in policy and practice** – where the focus is not on services but on influencing improvements in relevant policy and practice with respect to the climate emergency.

Grants are usually for amounts under £5,000. They can be towards running costs (including salaries), projects, equipment or capital developments. The work can be new, continuing or a one-off initiative.

Some funds and programmes offer larger grants. When this is the case, there will always be a call for applications stating the amounts available. 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;
- Public bodies to carry out their statutory obligations;
- Activities that have already taken place.
- Grant-making by other organisations
- Privately owned and profit-distributing companies or limited partnerships.

When will I get a decision?

We take up to twelve 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 will take more than twelve weeks, we will contact you.



APPENDIX 2: EXPLANATION OF TERMS USED IN THIS POLICY

- *Discretionary fund*: a collective term for funds where decision-making is at the Board's discretion but where the donor, partner or trustees have specified a field-of-interest.
- *Donor advised*: a type of named fund where the donor or a fund advisor may nominate groups to receive grants or make recommendations from shortlists prepared by SOS CIO in line with their wishes.
- *Field of interest*: a type of named fund where the revenue supports a donor's preferred causes, localities or approaches with grant-making at the Board's discretion.
- *Fund advisor*: a person over 18 with privileges related to a fund, which may include setting and reviewing criteria, making recommendations on grants, and agreeing on succession arrangements. The role has no formal part in either the governance or management of SOS CIO as a whole or of its funds.
- *Named funds*: annual or endowment funds set up by donors to SOS CIO
- *Panel member*: an individual over 18 who is nominated by fund advisors or the Board to be involved in making recommendations on grants from a fund.
- *Panel advised*: a fund where the donor or the Board wishes a panel or committee to recommend grants on their behalf.
- *Restricted fund*: a legal and accounting term describing a fund which SOS CIO must use for certain specific purposes defined by the donor.
- *Theme and affinity funds*: a type of named fund founded and/or supported by gifts from a number of donors who share a common interest.
- *Unrestricted fund*: a legal and accounting term for funds which SOS CIO may use at its discretion to support its charitable purposes.
- *Vital Funds*: the main unrestricted funds held by SOS CIO used at its discretion to support its charitable purposes.

APPENDIX 3 – GRANT APPLICATION FORM

Charity Name:		Charity Number	
Charity Address		Charity Bank Account details	
Address 1		Name	
Address 2		Account Number	
City		Sort Code	
Post Code		Town	
County			
Telephone No.		Email	
Contact Details			
Title (Mr,Ms)		Job Title	
First Name		Email	
Surname		Phone Number	
Grant Application Details			
Total Cost of fundraising?		How much from us ?	
What is the theme of your project?			
Description of the project?			
Date of fundraising start		Date of fundraising finish	



Details of Charity Size			
Charity Annual Income			
I confirm I have the authority to make the application on behalf of the charity (Sign)		I confirm that the information is correct and current (Sign)	
Date of Signature			

1. Please provide a copy of your annual report if available
2. Please send a copy of your safeguarding policy
3. Please provide a copy of your Terms and Conditions.