



GRANT-MAKING POLICY

Sunshine Sunflower Foundation

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1. About this policy

1.1 This policy applies to Sunshine Sunflower Foundation (**Charity**), a charity registered in England and Wales (number 1199116)

1.2 The charitable objects (**Objects**) of the Charity are to:-

Act as a resource for young people between the ages of 12 and 24 wishing to participate in horticultural, countryside and construction activities with a view to:-

- (a) Providing alternative provision for 12-16 year olds
- b) help young people advance in life by developing their skills and capabilities to enable them to participate in society as independent, mature and responsible individuals;
- c) advance their education;
- d) relieve their unemployment;
- e) provide recreational and leisure time activity in the interests of social welfare for people who have needs.

1.3 The Charity is governed by the charity trustees of the Charity (**Charity Trustees**) who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects and have ultimate responsibility for all grant-making decisions.

1.4 The purpose of this policy is to set out the principles and procedures that guide the Charity Trustees when they are making grants to further the Objects. It also provides information about the Charity's grant-making process to anyone who is applying to the Charity, or would like to apply to the Charity, for a grant.

1.5 In this policy references to persons who are "connected" with a Charity Trustee includes:

- (a) a child, stepchild, grandchild, parent, brothers or sister of a Charity Trustee;
- (b) the spouse, unmarried partner or civil partner of a Charity Trustee or of any person falling within paragraph (a) above;
- (c) any person who is in a business partnership with a Charity Trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and
- (d) any company, business, trust or organisation in which a Charity Trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.

2. Our funding priorities

- 2.1 The Charity Trustees are keen to support activities that advance the Objects in an effective way. However, they recognise that a limited amount of funds is available to distribute each year. The Charity Trustees' current funding priorities are assisting those individuals whom are identified by the Objects.
- 2.2 The Charity Trustees will not normally support any individual described in clause 3.3.
- 2.3 The Charity Trustees will occasionally award grants that fall outside the priorities stated in this policy, provided that they are satisfied that the grant will further the Objects and is an appropriate use of the Charity's funds.
- 2.4 The Charity Trustees will review the grant-making priorities and principles set out in this policy annually.

3. Who can apply for a grant

- 3.1 The Charity Trustees welcome proposals that support their funding priorities from any individual or made on behalf of any individual (16-24 only) identified by the Objects, although the Charity Trustees will prioritise those individuals who are most in need.
- 3.2 The Charity Trustees will usually only award grants to individuals identified pursuant to the Objects.
- 3.3 The Charity Trustees will not usually award grants to an applicant that has:
- (a) previously submitted an unsuccessful proposal to the Charity
 - (b) a proposal where the applicant failed the Charity Trustees' due diligence checks and the issues identified at that time have not been addressed;
 - (c) received a grant from the Charity at any time during the immediately preceding financial year of the Charity.

4. What we will fund

- 4.1 The Charity Trustees usually make grants of between £200 and £1,000.
- 4.2 Grants can be used either to cover costs that are directly connected to carrying out the charitable activities that the Charity Trustees have agreed to fund or at the Charity Trustees discretion to fund expenditure on the following:
- (a) capital expenditure, provided the applicant is able to demonstrate that the expenditure is essential to the charitable activities that the Charity Trustees have agreed to fund and that any assets acquired using grant money will be used for similar purposes after the end of the proposed activities;
 - (b) contributions to the cost of overheads, provided that the applicant is able to demonstrate that such overhead costs are essential for, and directly linked to, the charitable activities that the Charity Trustees have agreed to fund; and

- (c) any other purpose the Charity Trustees at their absolute discretion deem to be directly connected to carrying out the charitable activities that the Charity Trustees have agreed to fund.

4.3 The Charity Trustees will award grants to fund up to 100% of the cost of a proposal. However the Charity Trustees:

- (a) will consider funding part of the cost of a proposal where the total cost is shared with one or more other funders; and
- (b) encourage applicants to seek additional sources of funding for their proposal.

4.4 If a grant covers part of the cost of a proposal, the Charity Trustees may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for (including any loans or other commercial funding).

5. How to apply for a grant

5.1 All proposals must:

- (a) be made on the form attached as an appendix to this policy; and
- (b) demonstrate how the activities funded by the grant will benefit the intended beneficiaries and advance one or more of the funding priorities.

6. How we make decisions about grants

6.1 The Charity Trustees have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Objects.

6.2 The Charity Trustees must declare the nature and extent of any interest, direct or indirect, which could, or could be seen to, prevent them from making a grant decision only in the best interests of the Charity. Situations in which a conflict of interest may arise include where:

- (a) a Charity Trustee (or a person connected to them) stands to benefit from a grant from the Charity (see paragraph 7 (Grants to Charity Trustees or connected persons)); or
- (b) a Charity Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.

Any such conflict of interest must be declared and managed by the Charity Trustees in accordance with the Charity's conflicts of interest policy.

6.3 The Charity Trustees may delegate certain decision-making responsibilities in accordance with the Charity's scheme of delegation.

6.4 In all cases where a recommendation is made to them to award a grant, the Charity Trustees may (in their absolute discretion) refuse to approve that recommendation, particularly if they consider that a grant would not be an effective way to further the Objects, or would conflict with the Charity's policies or interests.

- 6.5 The Charity Trustees may take up to [4] weeks to consider grant proposals and decide if they will award a grant or not.
- 6.6 The Charity Trustees will inform applicants of their decision in writing.
- 6.7 If an applicant is awarded a grant, the Charity Trustees will:
- (a) set out the key terms of the grant and any conditions that are attached to it in a grant letter; and
 - (b) ask the applicant to sign the grant letter to indicate that they accept the terms and conditions.
- 6.8 If the Charity Trustees decide not to award a grant for a proposal the Charity Trustees are not obliged to give the applicant reasons for their decision.
- 6.9 The Charity Trustees' decision whether to award a grant is final.

7. Grants to charity trustees or connected persons

- 7.1 Clause 2(a) of the Charity's constitution authorises a Charity Trustee or connected person may benefit from the activities of the Charity, provided that benefit is generally available to the beneficiaries of the Charity.
- 7.2 If an application for a grant is made to the Charity by a Charity Trustee, or a person connected to them, the non-conflicted Charity Trustees may therefore consider making the grant in accordance with this policy.
- 7.3 If a Charity Trustee, or a person connected to them, applies for a grant the conflicted Charity Trustee must:
- (a) absent themselves from any discussion of the grant application by the non-conflicted Charity Trustees; and
 - (b) have no vote and not be counted as part of the quorum in any decision of the non-conflicted Charity Trustees on the grant.

8. Due diligence

- 8.1 When the Charity Trustees are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.
- 8.2 Due diligence may include requesting details of, and taking such steps as the Charity Trustees consider to be reasonable to scrutinise, any of the following:
- (a) the applicant's latest accounts and financial position;
 - (b) the need of the individual; and
 - (c) any external risk factors that might affect the proposal.

8.3 In cases where the applicant will receive support from another funder, or works with a partner, the Charity Trustees may undertake due diligence on that funder or partner.

8.4 The Charity Trustees will keep a written record of any due diligence that they undertake.

9. Reporting requirements and monitoring

9.1 The Charity Trustees will take steps to monitor the use of the grant and verify that the grant is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the Charity Trustees will always seek to ensure that the arrangements are appropriate and proportionate.

9.2 Arrangements for monitoring use of the grant may include asking the recipient to provide any of the following:

- (a) copies of formal records such as receipts, invoices, bank statements and management accounts to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the grant;
- (b) regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the grant;
- (c) a final written report on completion of the work funded by the grant, showing how funds have been spent, evaluating where the work has been successful and identifying lessons that can be learnt; and
- (d) information about any proposed changes to the proposed activities.

9.3 Basic monitoring requirements will be set out in the grant letter. However, the Charity Trustees may take any additional steps to monitor the use of grant funds that they consider appropriate.

10. Clawback and repayment

The Charity Trustees may require repayment of all **or** any part] of the grant if:

- (a) the project or purpose for which it was awarded does not proceed;
- (b) part of the grant remains unused when the activities that the grant was intended to fund have been completed; or
- (c) the grant is used for a purpose other than that which has been agreed.

11. Reviewing and amending this policy

11.1 This policy will be reviewed by the Charity Trustees annually.

11.2 The Charity Trustees may vary the terms of this policy from time to time.

APPENDIX

The Sunshine Sunflower Foundation

'16-24 Bursary Fund'

Discretionary Grant Application Form

Name:	
Date of birth:	
Address:	
Telephone number(s):	
Email address:	
Application amount: (Please include evidence of the amount required, e.g. the actual or estimated costs of the items)	
State the reason for applying for a discretionary payment from the '16 – 24 Bursary Fund': (e.g. work tools, clothes for an interview, travel fair etc.)	
Briefly outline the household circumstances that explain the need for you to make this application: (e.g. in income support, low income, change of circumstances, single parent family, long term medical condition preventing being able to work etc.)	

I declare that the information given above is an accurate and truthful disclosure of the personal and financial reasons for making an application for a discretionary payment from the '16 - 18 Bursary Fund'

Signed (Applicant):		Date:
Signed (Parent/Carer):		Date: