GRANT MAKING POLICY

1. Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Active Humber makes grants across all fund types across the Charity's priorities.

1.2 A grant is defined as a financial award made by the Charity from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other bodies or individuals authorised by the Board of Trustees.

2. The Objectives of Active Humber

2.1. Under the articles of association, the Trustees will apply funds for charitable purposes for the public benefit as a charity according to the laws of England and Wales as the Board of Trustees from time to time may determine.

2.2. The Board of Trustees of Active Humber seek to support those activities, organisations and individuals which help further the objectives of those who are the least physically active across the Humber area and in particular those in disadvantaged communities.

3. Priorities for Support

3.1. The number of projects which can be supported is limited by the amount of funds available for distribution in one year. The Board of Trustees have determined that the priorities for funding over the next few years will be around:

a. Physical activity and sport
To identify needs, raise awareness and strengthen capacity for people who are the least physically active to become physically active particularly in disadvantaged communities. In addition, to invest in and develop the leadership capacity and human capital of disadvantaged communities, so that they may better address their needs.

3.2. The priorities in this policy will be reviewed every year (or more often if deemed necessary by the Board of Trustees), and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

4. Governance

4.1. The Board of Trustees govern the Charity's grant-making by setting the:

• Grant-making principles which ensure that decisions are ultimately made by the Charity's Trustees. The Trustees may delegate that decision to a sub committee or officer(s) of the organisation as they see fit.

• Grant-making criteria which publicly state the activities the Board of Trustees wish to support in furtherance of the Charity's objects. The criteria also include those activities which they do not currently wish to support because the Board of Trustees do not consider them to be in line with the Charity's purpose. However, the Board of Trustees accept that there may be occasions when grants are made outside the published criteria, but that in all such cases the activity supported will be charitable in law.

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

5. Grant Making Principles

The grant-making will be governed by the following principles:

5.1. Applications and proposals from within the Humber area are eligible for consideration, unless specified in the advert.

5.2. Applications and proposals for project funding will be considered on their own merit, regardless of previous rejection or receipt of grants.

5.3. The Board of Trustees has ultimate responsibility for all grant-making decisions in line with the Charity's charitable purposes and any restrictions agreed with donors and funding partners. However, the Board of Trustees may give certain decision-making responsibilities to its subcommittees or staff within its framework of delegation.

5.4. The Board of Trustees reserve the right not to approve any recommendation or nomination if, after due consideration, it determines that the resulting grant would not be charitable, falls outside its priorities, or would conflict with the Charity's stated policies or damage its reputation.

5.5. The Board of Trustees will not normally approve/support applications and proposals for:

- purposes for which the government has a statutory responsibility to provide;
- large, well-funded national charities or charities dedicated to issues deemed by the Board of Trustees to be already well funded;
- general appeals, fundraising appeals, or marketing appeals;
- one-off conferences or events, except where these events fall within a wider project context that aligns with our funding priorities, the impact and connections to these priorities being clearly demonstrated;
- partisan or evangelical groups or organisations whose mission or charitable objectives state an intention to proselytise. As a values-based organisation, we will however consider offering support to faith-based organisations which are doing demonstrably positive and impactful work in the field of community development and social justice, without a proselytization agenda; or
- activities which appear to, or actively seek to, influence public opinion in favour of a particular political party or promote political partisanship.

5.6 Any grants over £10,000 will only be approved by the trustees or its delegated committee. Only grants under £10,000 may be approved by officers in accordance with the level of delegation given to them by the trustees.

6. Grant Making Criteria

6.1. The aim of the grant-making criteria is to provide clear information from the Board of Trustees to those individuals and organisations who want to apply for grants.

6.2. Clear guidance on criteria for applications and proposals from individuals and groups is a part of this policy and set out in the guidance notes documents available on the Active Humber website. The Board of Trustees may delegate responsibility to its Grants Committee to review these criteria from time to time and, if necessary, to amend or update them.

6.3. The Board of Trustees wish to make grants to a wide range of organisations and are particularly keen to help disadvantaged communities and sections of societies.

While not excluding large UK-wide charities, the Charity will normally only make grants to such organisations where the proposal and outcomes have potential to achieve a substantial impact.

6.4. Grant requests which the Board of Trustees will not normally support are:

- Contributions to general appeals or circulars;
- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place; and
- Grant-making by other organisations.

6.5. There are lower and upper limits to the value of grants that can be awarded. More details on these can be seen on the guidance note documents relevant to the grant you are applying for.

6.6. A limited amount of funds are available to support individuals, and the Board of Trustees have resolved to only accept applications and proposals from individuals for these funds as advertised or, exceptionally, on the basis of recommendations.

6.7. Grants cannot be made retrospectively. Therefore, applicants should only apply for funding for projects that will start after or still be running after the outcome of the application has been received.

7. Grant Making Process

7.1. All grant requests (except donor nominated grants) go through a three-stage process as summarised below:

STAGE 1 - Application – all grant applications and proposals will be subject to initial assessment to ensure they meet the basic criteria for funding. Requests that cannot be allocated to live funds are rejected.

STAGE 2 - Assessment - staff determine whether the request should be shortlisted for support. Shortlisted applications and proposals will be reviewed by the Grants Committee(s), the Board of Trustees, or by a person acting with the delegated authority of the Board of Trustees.

STAGE 3 - Decision - requests not shortlisted are rejected. Grants not recommended are rejected, unless allocated to another fund. All grants must be approved/confirmed by the Board of Trustees or a person/committee acting with its delegated authority.

7.2. The Charity will aim to write to all applicants informing them of the outcome of their application for funding within four months of the bid deadline.

7.3. Applicants should note that, as with many other charitable trusts or Charities, the Charity always receives far more applications and proposals than it has funds to support. Even if a project fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.

7.4. The Board of Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

8. Monitoring, Reporting and Publications

8.1. Before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and establish agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and the Board of Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Board of Trustees may also jeopardise the continuation of the Charity's support. In addition to reports detailing progress, grant recipients will be expected to provide:

- A statement of how the Charity's monies have been spent for the year; and
- Details (where appropriate) of any other funds applied to the same project.

8.2. Monitoring visits by representatives of the Charity may be expected during the period of a grant.

8.3. Grantees may be asked to take part in any publicity for the promotion of the Active Humber and its work which may include – but is not restricted to – their name and photograph being used and publishing their work in the anthology and excerpts on the Active Humber website.

8.4. Individuals and organisations cannot publicly use the Charity's name to acknowledge the Charity's funding until this has been approved / agreed with the Active Humber.

8.5 Where the purpose of the grant is to fund research, then the Board of Trustees may also stipulate how the results of such research should be published and how the Charity's contribution should be acknowledged in any such publication. The Board of Trustees may require the grant recipient to publicise the Charity in any of its publications relating to the project/work funded by the grant in the manner stipulated by the Board of Trustees at the time of making the grant.

8.6 The Board of Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the project. This is subject to prior approval / agreement with the Active Humber.

8.7 Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within one month of the end of the grant, detailing the full results and outputs from the project. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.

9. Amendments

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