

Grant Making Policy

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Charitable purpose and objective

1.1. The trustees apply the funds of Veterans Relief and Support at their discretion and in accordance with the charitable purposes and objectives of the charity.

1.2. The trustees will consider the distribution of beneficial grants in accordance with the charitable purposes and objectives.

Priorities for support

2.1. The number of beneficiaries that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are:

Promoting the efficiency of the armed forces through the provision of relief to serving and ex-serving members of the British armed forces and their dependents, suffering from financial hardship.

2.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

Principles applied in determining support

In awarding grants, the trustees will apply the following principles:

3.1. The trustees will consider any requests or known situations that are eligible for consideration:

Serving or ex-serving members of the British armed forces and their dependants, who fall within the eligibility criteria set by the trustees.

Grants are at the discretion of the trustees but include:

- *Accommodation cost*
- *Training courses and qualifications*
- *Support with utility bills*
- *Travel expenses*
- *Clothing for job interviews*
- *Any other such costs that trustees deem essential or will relieve suffering from financial hardship.*

3.2. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.

3.3. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

3.4. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary.
- That funds are applied in accordance with the charity'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.
- Bribery in accordance with the 2010 Bribery Act.

4.2. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

4.3. The trustees will adopt a risk rated approach to due diligence. Risk factors will include the size of the grant; the geographical location in which the grant will be applied; the nature of the relationship between the charity and the applicant.

4.4. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken.

4.5. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

4.6. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years.

Administration

5.1. Grants up to the value of £50 requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request.

5.2. For larger grants above £50, trustees should be confident:

Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;

Of the person(s) responsible for the management of the grant and for overseeing the work.

5.3. If a grant application is successful, the applicant cannot reapply until two years have passed. If a grant application is unsuccessful, the application may reapply after a 12-month period.

5.4. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer direct to the individual or approved charity. The charity's normal payment authorisation process will be applied to any payments.

5.5. 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.

5.6. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

5.7 Receipts, invoices and other such evidence must be provided to trustees to ensure the funding has been spent as intended and in line with this policy.

Decision making

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

6.2. The trustees are not obliged to provide an explanation to applicants if their application is not successful.