



# Michael and Christine Foulger Charitable Trust



## Grants Policy

### 1. Preamble

This document is intended to cover the grant awards process of the charitable trust set up by the will of the late Michael Foulger, to distribute his residuary estate in accordance with the conditions of his will, as translated into the Trust Deed. Any reference in this document to the Clerk to the Trustees shall equally be read as a Trustee acting in that capacity.

### 2. Applications for Grants

Applications for grants should be made in writing to the Clerk in the first instance. Awards will be made at least twice a year (The Trust's financial year runs from January - December). Applications are to arrive no later than 2 weeks before the Trustee meeting.

The Clerk will check the application is valid i.e. that it meets the Trust objectives, is from a beneficiary organisation (or their successor) and has the necessary supporting evidence.

If the application is found to be invalid, the Clerk shall notify the applicant and advise what information is required to make the application valid (if possible).

Supporting evidence required –

Up to £5,000

Contact details of applicant.

Signature of the applicant and role within the beneficiary organisation.

Bank details of the beneficiary organisation (NB payments will only be made to the organisation).

A copy of the minutes of the beneficiary organisation meeting where it was agreed to make the grant application (if your organisation doesn't have minutes, then a letter signed by the Chair and Treasurer).

Description of the grant purpose (e.g. acquiring X and Y assets to allow us to provide Z service)

Statement of the Public Benefit (e.g. using the example above, how will the public benefit from Z? Is the benefit focused at any particular group, such as local residents or the public at large?)

Plan or timetable of the project being undertaken, including other funding sources.

Reason for requesting the grant (1,000 words max).

Over £5,000

Contact details of applicant.

Signature of the applicant and role within the beneficiary organisation.

Bank details of the beneficiary organisation (NB payments will only be made to the organisation).

A copy of the minutes of the beneficiary organisation meeting where it was agreed to make the grant application (if your organisation doesn't have minutes, then a letter signed by the Chair and Treasurer).

Description of the grant purpose (e.g. acquiring X and Y assets to allow us to provide Z service)

Statement of the Public Benefit (e.g. using the example above, how will the public benefit from Z? Is the benefit focused at any particular group, such as local residents or the public at large?)  
Copies of latest bank/building society statements for all accounts (current/deposit/investments/etc.).

Plan or timetable of the project being undertaken, including other funding sources.

Preferred phasing of award (if it extends over more than one financial year).

Reason for requesting the grant (2,000 words max).

### **3. Scheduling**

All applications will be notified to the next meeting of the Trustees. The Chair of the Trustees may, at his/her discretion, schedule an additional meeting if it appears necessary.

### **4. Decision factors**

The Trustees have the sole decision on whether to grant an award or not. In their considerations, they will take into account -

Previous grants made to the same beneficiary organisation.

Benefit reports submitted following previous grants to the same beneficiary organisation.

Grants made in the financial year.

How well the reasons for requesting the grant align to the Trust objectives.

The Trustees may choose to invite the applicant to address the meeting and to answer any questions that the Trustees may have concerning the application. Applicants may not demand this as a right.

The Trustees would normally expect grant applications to be for capital projects rather than running costs. Where an asset is to be purchased using the grant, the beneficiary organisation is expected to cover the future operating and maintenance costs of the asset. However, the Trustees reserve the right to consider running cost applications by exception.

The Trustees may decide to –

Award in full in one payment.

Award in full, but phased payments.

Partially award in one payment.

Partially award, but phased payments.

Agree in principle, but defer the award (e.g. to the next Financial Year).

*All the above may be granted subject to conditions (e.g. matching grant, planning permission, etc.).*

Refer the application back to the applicant for additional information.

Decline the application.

### **5. Notification and payment**

Once the Trustees have made their decision, the Clerk shall notify the applicant within one week of the decision.

The Trustees may choose to apply conditions to any award, including returning any sums unused for the stated purpose or stopping future payments if a project fails to achieve its interim milestones within the stated timescales. These conditions will be stated in the award letter.

## 6. Benefit Report(s)

It will be a condition of the award that the applicant submits a report detailing how the grant has been spent and the benefits that have arisen. The Trustees may choose to use such reports (or parts thereof) in their own Annual Reports.

For phased awards, an interim report is to be submitted at the end of each financial year in which a payment is made. A final report will be required within three months of the end of the project.

The Trustees do not require commemorative plaques acknowledging the grants, but would request the beneficiary organisation acknowledges the award in their parish newsletter, website or similar.

Signed by the Trustees on

25/01/2016

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