



Community Foundation for Calderdale Grants Policy

2009/10

Introduction

The Community Foundation for Calderdale is an independent community foundation which raises new funds from a broad section of corporate and individual donors to support voluntary activity within Calderdale. The Foundation has the power to make grants outside of Calderdale, , and where it is specific to donor requirements and Trustees consider it in the greater interest of the Foundation's aim to support the community in Calderdale.

The Foundation seeks to provide innovative leadership on community issues through thoughtful grant making in support of those in need. The grants budget is funded by the income from a growing permanent endowment, 'flow through' funds and through providing grant making services for 'managed schemes'.

The Foundation has established a comprehensive grants programme for the benefit of all who live and work in Calderdale and those outside of Calderdale where donors and/or managed schemes dictate. The Grants Committee seeks to achieve an equitable distribution with particular support targeted at those communities who have, for whatever reason, missed out on the relative wealth of the County.

'The Company is established for the support or promotion of any charitable purposes for the relief of poverty and the advancement of education (including training for employment or work) the advancement of religion or any other charitable purpose for the benefit of the community in the area of the metropolitan District of Calderdale and its immediate neighbourhood and other charitable purposes in the United Kingdom with a preference for those which are in the opinion of the Executive Committee beneficial to the community in the area of benefit.'

Extract from the Memorandum of Association

Aim of the policy

This document relates to the grant making activity within the Foundation and sets out relevant policy and outline procedures. It enshrines grant making structures to ensure robust, transparent and accessible grant making to the wide range of voluntary and community organisations active throughout Calderdale and West Yorkshire. The policy aims to provide clear and consistent grant making, but also, where it lies within our objects, remain flexible in order to ensure that donors' wishes can be incorporated. The Foundation also supports individuals in need through 'referring agencies' who work with the most vulnerable members of our community.

This policy sets out the processes undertaken by Trustees, staff and volunteers of Community Foundation for Calderdale in the delivery of its aims. It identifies clear lines of responsibility, whilst recognising its key role of managing funds. It is imperative that the Foundation remains flexible, whilst operating to a high standard of good grant making practices.

Working with Donors

The Foundation's work raising money to support the community would be impossible without our many donors who are actively involved in our grant making and their contribution to the community is highly valued. We wish to ensure that donors are given every opportunity to give and be appropriately involved in the grant making process and in funded projects. The Foundation's aim is to lead our donors on a journey of discovery that enlightens and encourages them to support our communities.

The Foundation's Donor Care Plan (available on request) outlines the grant making services available to donors. The aim of this policy is to ensure that this has a positive effect on those wishing to access grants. Where donors do have an impact on grants it is our aim to ensure that they are aware of the Foundation's priorities for grant making.

The Foundation raises funds to support its grant making from a wide variety of sources including:-

- Individuals
- Local and national charitable trusts and Foundations
- Local and national companies
- National and local Government funding streams
- European funding streams

Types of fund

Grant making is from a variety of funds designed to give donors and potential donors the optimum opportunity to give.

Endowed fund A permanent fund based on the principle of endowment whereby a capital sum is invested over time creating a growing and sustainable source of funding for grant making now and in the future.

Flow-through fund donations channelled through the Foundation to be distributed in grants in the short term.

Endowed and flow-through funds may be further defined as: -

Named fund An alternative to setting up an independent family or company trust; the donor chooses the name of the fund.

Area or theme fund This concentrates on a specific geographic area or an area of interest (e.g. health issues or youth).

Donor advised fund The donor is involved with the decisions on how the fund is distributed.

Unrestricted fund This has no restriction on its use, thus allowing the Foundation to use its expertise and knowledge of local needs in distributing income to where it is most needed.

Managed Schemes The Foundation manages programmes of funding for other bodies, e.g. local or national Government or other grant making trusts. These usually have separate eligibility and criteria and are run separately to the Foundation's main grant making programme.

On-line Giving Schemes Funding received through philanthropic websites for distribution through the Foundation's grant making processes.

Foundation Funds

The Foundation's main programme of grant making

The Foundation invites applicants from the whole of the borough of Calderdale to apply through a single point of access, rolling programme of grant making. This enables the Foundation to provide the applicant a simple process through which a grant could be provided from a donor or from its General (unrestricted) fund or from managed programmes where there is an eligibility match. This ensures that the applicant has the best chance of success in applying to the Foundation.

The donor funds are listed on the Foundation's Website and in the Annual Review of Grant Making (published annually), major donors are reported in the Annual Accounts.

Range of grants

The range of grants offered by the Foundation reflects the grant making service offered to donors and the ways in which the Foundation seeks to support the community through fundraising. The four major grant making services are outlined below and detailed in the next section.

The Foundation's Main Programme

The Foundation offers a rolling programme of grant making operated without deadlines for applicants to its Main Programme of grant making providing a single point of entry application system to enable applicants to be supported by the one of the Foundation's donors or through its General Fund.

Fast Track Small Grants as part of the Foundation's Main Programme applications for under £900 can be assessed more quickly.

Managed Schemes

The Foundation also manages grant making schemes on behalf of, for example, statutory agencies, local and national Government and charitable bodies. These managed schemes have their own rules, eligibility and criteria and, usually, their own decision making panel but schemes can use the Foundation's Grants Committee to make decisions.

Funding for Individuals

Funding for individuals is through the Individual Fund, on a 'year round' basis and supports individuals in urgent and crisis need applying through referring agencies. We are also able to provide funds for individuals from a number of named endowment funds.

Local Giving Dot Com

On-line giving from the Community Foundation Network's national philanthropic giving website providing a facility for voluntary and community organisations to receive funding

Donor Specific Funds

Support for groups or individuals completely at the discretion of the donor. This would accommodate very specific donor requirements including loans and grants.

Eligibility & Criteria for the Foundation's Main Programme

The Foundation currently assesses the eligibility and criteria of applicants as set out below. These are the rules for the main programme of grant making..

The Foundation welcomes applications for a wide range of projects and activities provided they are from eligible organisations. This is a deliberate policy to encourage a variety of activities and projects.

Eligible organisations

- Groups and projects run for and by local people. These can be registered charities or less formally constituted local groups working in Calderdale.

Amounts available

- Small Grants of up to £900
- Grants of up to £5,000
- Grants of up to £10,000 (in exceptional circumstances)

Exclusions

Community Interest Companies would only be considered where they are not companies limited by share capital.

Core costs in applications solely to cover core or running costs will only be funded by exception. And in general the percentage of core costs would only be those demonstrably part of realistic full cost recovery.

Individuals cannot benefit from a grant from the Foundation's main programme of grant making. They cannot apply to the main programme and projects where only one single person would benefit from a successful application to the Foundation are not eligible.

General appeals grants from the main programme are for specific projects. Awards cannot be made towards large, high value appeals or projects unless it can be demonstrated that the grant would pay for a specific 'ring fenced' item.

Retrospective funding a grant cannot be awarded to pay for a project which has already taken place or to pay for expenditure already allocated, invoiced or spent.

Statutory funding the Foundation will not support services which would normally be funded from statutory sources, e.g. Calderdale MBC, the Local Education Authority, and Care Services, statutory health services or Central Government.

The advancement of religion although it is within the Foundations powers to fund the 'advancement of religion' it has decided that in the interest of fair and equitable grant making not to fund projects which include a religious element, or where the purpose of the project is the promotion of religion. Faith groups can only apply where the aim of the project is to support a wide group of beneficiaries where no one is excluded on grounds of faith.

Projects where the main beneficiaries are animals the Foundation can only support projects that benefit people.

Projects that do not directly benefit people living in Calderdale projects where the people benefiting do not live in Calderdale are not eligible for grants from the Foundation's main grants programme.

Groups who do not have a bank account funded projects must have a bank account with at least two unrelated signatories who are members of the management committee or staff members with delegated responsibility from the management committee.

Informal groups groups who do not have a formal constitution or set of rules cannot apply. (These groups can contact Voluntary Action Calderdale on 01422 348777 for help if required.)

Local Giving Dot Com

Voluntary and community organisations in Calderdale will be eligible to receive funding from Local Giving Dot Com.

Amounts Available

- Groups will be able to receive up to £10,000

Eligibility

- Voluntary and community organisations funded in the previous two years who have successfully run projects and fulfilled monitoring and evaluation requirements.

Funding for Individuals

The Foundation funds individuals through referring agencies. Referring agencies are organisations directly supporting individuals in crisis, including Social Services, Citizens Advice Bureau, Calderdale SmartMove and some health visitors/health professionals.

Amounts available

- The Foundation limit for the funding individuals is £250.

The Individual Fund

Amounts Available

- Grants of up to £130 for urgent and immediate need.

Eligibility

- Individuals in crisis or emergency need, in particular those who cannot be supported by statutory agencies.
- Individuals who have been supported in the previous twelve month period are not eligible.

Halifax Old Folks Holiday Fund

Amount available

- Grants of up to £250

Eligibility

- Individuals over the age of 60 in need of support, due to economic disadvantage, towards the cost of a break away from home.

Noel John Greenwood Halifax Children's Trust

Amount available

- Grants up to £130

Eligibility

- Children and young people, up to the age of 18, who are facing disadvantage in their lives and in accessing education

Managed Schemes & Programmes

The Foundation offers a grant making service to manage specific schemes and programmes where it is considered by the Board to further the Foundation's aims and objectives. The amount available and the eligibility and criteria will depend on the scheme or programme. Schemes and programmes are promoted to the voluntary and community sector as they become available.

The application process

Foundation's Main Programme

- Applications to the Foundation's Main Programme are accepted all year round for a rolling programme of grant making where decisions are made every two months.
- All projects are contacted for a telephone assessment except for applications for under £900.00.
- Awards of more than £5000 are subject to a satisfactory reference
- Applications are considered by Foundation donors as appropriate to their area of interest..
- Applications are scored in line with priorities and a score threshold set annually by the Grants Committee.
- All applications are considered for funding.
- Grants Committee make decisions through monthly e-conference and meet quarterly to ratify decisions, consider exceptions and review strategy.
- All applicants are written to with the outcome of the Grants Committee's decision.

Funding for Individuals

- Applications from individuals and from referring agencies can be accepted all year round.
- Applications can be faxed or posted to the Foundation for consideration.
- Applications are considered as soon as possible and a decision usually made within forty-eight hours.
- Awards are made, in preference to directly to the individual, to the referring agency responsible for ensuring that the individual is supported in the expenditure of the grant, or directly to the supplier of the goods or service.
- Awards are made directly to individuals only where there is no alternative.

Managed Schemes & Programmes

The Foundation provides grant making services for other funders including statutory agencies, local and national Government and charitable trusts. These schemes usually have their own grant making panel. The Foundation's Grants Committee oversees the decision making of separate grants panels for managed schemes and programmes and can also provide a decision making, particularly for schemes and programmes in Calderdale.

Local Giving Dot Com

Process

- The Grants Committee will agree the recipient organisations and the level of funding potentially to be received.
- Donations will be regularly monitored
- Recipient organisations will be included in monitoring and evaluation processes

Donor Specific Funds

Where the Board of Trustees believes it to be in the interest of the Foundation the very specific wishes of a donor will be met in line with specific processes devised individually for the donor.

The monitoring and evaluation process

All applicants are expected to return an evaluation/monitoring report to the Foundation when their project has been completed. They are asked to submit original receipts and invoices alongside the report. The receipts and invoices are stamped with the Foundation's logo and returned to the applicant.

All successful projects may be required, as part of the conditions of their award to attend an evaluative event.

Reason for rejection

All rejected applicants are given the reason for the rejection of their application. This enables groups to understand why they have been rejected and either seek alternative funders or look again at the focus of their project.

Appeal process

Applicants who are unhappy with the outcome of the application process may appeal. Their first step is to contact grants staff who will discuss their application with them and give feedback to applicants further explaining the reasons for rejection. Following this informal stage, should the applicant wish to formalise the appeal, then their written formal appeal is submitted to the grants committee along with a report from grants staff. The Grants Committee reconsider the decision and then instruct grants staff to inform the applicant of the outcome. There is no appeal following this process.

Grants Assessment

All applications to the Foundation's Main Programme are assessed by a Grants Officer and scored according to the Foundation's priorities alongside qualitative scores to ensure projects are assessed for intrinsic qualities appropriate and proportionate to the project and the level of funding. A telephone assessment of groups applying for more than £900.00 provides an

opportunity for applicants to provide further information about their project and is particularly supportive of applicants who are not skilled in completing grant application forms. The following further explains the priorities: -

Eligibility

Constitution and Governance

The Foundation wishes to support constituted voluntary and community groups carrying out charitable activities and is guided by the Charities Act 2006 and subsequent revisions.

All applicants submit their governing documents to the Foundation to demonstrate their legal status.

Accounts

Groups are required to send accounts to demonstrate the safe handling of any grant awarded. This enables the Foundation to ensure that funded projects are carried out by groups and organisations with a relevant level of financial skills.

Environment Statement applicants are required to make a statement confirming their commitment to reducing their environmental impact.

Safeguarding children, young people and vulnerable adults

Groups are required to submit their policies and these will be assessed as to their suitability for the project applied for.

Priorities

The following applications are priorities for grant making from the Foundation's Main Grants Programme.

Size of organisation The Foundation aims to support small local community and voluntary organisations and these are a higher priority for funding

Outstanding community impact Projects demonstrating an impact over and above the usual will be considered a higher priority

Disadvantage The Foundation gives priority to groups/projects benefiting those living in disadvantaged areas, guided by, the Index of Multiple Deprivation.

Disadvantaged beneficiaries Applications benefiting people from black and minority ethnic groups,

Special needs projects specifically benefitting 'people with special needs defined as those with a sensory or physical disability or a diagnosed learning disability or diagnosed mental health problem.

Older People projects benefitting people over 60

Children and Young People projects benefitting people under the age of 19 (or 25 for those with special needs as defined above)

Assessment

During the assessment process Grants Staff will consider ways of incorporating capacity building support, possibly through conditional grants, to achieve improvements either for the project or for the applicant organisation.

As a theme, a greater emphasis on sustainability, both of project and organisation will be built into the application and assessment process.

Proportionate and appropriate match funding may be set for awards greater than £5000 to ensure value for money.

Decision Making & Governance

The Board of Trustees have devolved the responsibility for grant making to the Foundation's Grants Committee. In order to ensure that there is always Board representation the Committee membership must include four Trustees from whom the Chair and Vice Chair/s are elected. This structure is laid out in the Grants Committee Terms of Reference. The Grants Committee has responsibility for the funding of projects and individuals as described in this policy.

Decision Making Process

- Managed Scheme decisions are made at relevant panel meetings. A schedule is signed by the Chair of the relevant panel. The Schedule is issued to the Foundation's Grants Committee through e-conference and then signed by the Chair of the Foundation's Grants Committee.
- In some Managed Schemes the Foundation's Grants Committee provides the decision making service.
- Decisions on funding individuals, for applications of £130 or less, are made by a Grants Officer. Where the award is greater than £130 the decision is made by the Grants Manager or other senior staff member.
- All awards of over £130 require Grants Committee ratification by e-conference
- Projects awarded less than £900 through the Fast Track programme are agreed internally by a Grants Officer supported by a senior staff member where the award is greater than £130.
- Projects funded by donors with funds managed by the Foundation are discussed with the donor and the Grants Committee informed through e-conference .
- Where a decision is required outside of the usual timeframes an e-conference decision is possible.
- Decisions made by e-conference; those made through a managed scheme, or made in special circumstances, or through the Individual Fund are provided in a list, for ratification purposes, to the Grants Committee.
- Decisions of potential funding through Local Giving Dot Com will be made by the Grants Committee. A list of approved groups will be submitted to the Board for ratification.
- A list groups receiving funding through Local Giving Dot Com will be provided to the Grants Committee and then to the Board.
- Decisions are ratified at Grants Committee meetings and a list provided to the Board.
- Grants Committee minutes and statistical information is provided to the Board.

Financial Safeguards

All projects funded by the Foundation are to constituted community groups with management committees and accounting systems at a level proportionate to the funded project. Funded groups are required to ensure that cheques are signed by two unrelated members of the management committee. Grants over £5000 are awarded subject to a satisfactory reference.

All grants cheques over £130 issued by the Foundation are signed by two signatories one of whom is a Trustee. Two members of Foundation staff, not directly involved in grant making, can sign grants cheques of less than £130.

If a donor requests payments to projects of over £10,000 these would be subject to staged payments, references and proportionate monitoring including monitoring visits during the project.

Allocating finance to funds

The Foundation's Grants Committee is allocated an amount of unrestricted funding for grants on an annual basis by the Finance Committee. The Grants Committee then makes the decision about what proportion of funding to allocate to: -

- The Individual Fund
- The General Fund (Foundation's Main Programme)

Funding allocation from each Donor fund is calculated annually in December for the following financial year.

Setting priorities

The Foundation's priorities are set annually. A Review of Grant Making is produced to demonstrate how the Foundation's grant making has been allocated in the previous financial year. The Grants Committee is then able to use this information to set priorities for grant making. Information gathered through assessment and evaluative processes may be used to inform the setting of priorities.

Monitoring & Evaluation

The Foundation is keen to establish a two-way relationship with funded groups. Groups funded receive a monitoring form to evaluate funded projects and the effectiveness of the grant. The Foundation will ask for monies to be returned if, for any reason, the group is unable to use the grant for its original, defined purpose - unless alternative conditions have been subsequently agreed. Groups not returning their evaluation/monitoring form **will not** be considered for any future funding unless the Foundation's Grants Committee give express permission.

Organisations in receipt of a grant are asked to provide reports and updates and newsletters. The Foundation also requests mention of the grant in annual reports, accounts and newsletters or any other appropriate publication or events. The Foundation is keen to give active support to organisations where possible, and welcomes invitations to attend open days and Annual General Meetings.

Funded groups are invited to speak to the Foundation's Grants Committee as part of the monitoring and evaluation process. All funded groups are invited to take up this opportunity to demonstrate the value of their work in the community.

Funded groups may be required to attend an evaluative event.

Access, equality of opportunity

The Foundation aims to ensure that its grants processes are accessible to all who may be eligible. In order to do this it will do all in its power to enable voluntary and community groups to apply to its programmes. Where voluntary or community groups face barriers and problems in completing the application form or taking part in the application process, relevant support will be either resourced or provided.

Promotion & Advertising

The Foundation promotes its grant making through local media, its website and voluntary sector networks. Its aim is to ensure that applicants have reasonable notice of available funding.

Major new programmes and schemes providing grants outside of the Foundation's Main Programme of grant making will be publicised through local press giving a minimum of four weeks notice of the deadline for applications, although we would aim to give twelve weeks notice of deadlines for funding.

The Foundation is a unique resource in Calderdale. It is here to support the local voluntary and community sector through its grant making. To help us ensure that our donors want to continue their funding we must work together to help our donors feel their contribution is making a difference to the voluntary sector.

The Foundation's support should be acknowledged in any press releases or publications produced by grant recipients.

The Foundation will include details about funded projects in its publications possibly including photos. The Foundation expects funded groups to ensure that their award is promoted through their own efforts, including events and publications.

Voluntary and community sector consultation

The Foundation's long term aim is to consider the future needs of the community in Calderdale by: -

- Consultation with its voluntary sector membership
- Identifying local need through community links
- Liaising with partners in the public and private sectors
- Research current funding available for the community from all sources

Standards

The Foundation aims to ensure that it meets the highest standard of service to grant recipients and donors. In order to do this the Foundation: -

- Adopted 'The Grant Applicants' Charter' (available on request)
- Signed the Calderdale Compact (www.calderdale.gov.uk)
- Holds the Community Foundation Network accreditation quality mark

Information management & data protection

The Foundation records all applicants' information on a specialist database. The Foundation's detailed records of applicant groups are confidential. Where it is in the interest of the applicant,

contact details will be passed to organisations that would be able to support them in terms of access to funding. The following sentence is used in correspondence with applicants to inform them of this: -

It is very important to us that you are aware of every opportunity to help your community or voluntary group achieve its aim. We will therefore give other funders and community training organisations the contact details of your group so that you can benefit from new opportunities. We will not give or sell your contact details to any marketing or selling companies.

Policy Review

The Foundation's Grants Policy is reviewed annually as part of the Board's policy review framework. Policy changes proposed by the Grants Committee are then considered by the Board at its next meeting.

Policy review will cover at least the consideration of the following principles: -

- Legal status of funded groups
- Size of grant
- Duration of award
- Community needs
- Themes and flagship awards
- Governance and process
- Loans and conditions