

St Joseph's Federation Foundation

Charity Number: 1194987

GRANT-MAKING POLICY

ST JOSEPH'S FEDERATION FOUNDATION

A registered charity in England and Wales (number 1194987)

Adopted by the Charity Trustees on 13 July 2021

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1. About this policy

- 1.1 This policy applies to St Joseph's Federation Foundation (**Charity**), a charity registered in England and Wales (number 1194987).
- 1.2 The charitable objects of the Charity are for the public benefit to promote the education (including social and physical training) of people under the age of 25 years in Upper Norwood and surrounding area, in such ways as the charity trustees think fit, including by:
 - (a) supporting the provision of education by The Federation of St Joseph's Junior, Infant and Nursery Schools, Upper Norwood and the maintenance of the education facilities used by the Schools;
 - (b) supporting the education of young people under the age of 25 who are attending The Federation of St Joseph's Junior, Infant and Nursery Schools or who attended the Schools for not less than two years and who are in need of financial assistance;
 - (c) supporting the provision of sporting and wider community activities for young people;
 - (d) helping young people develop their skills and talents and resilience enabling them to participate in society as mature, happy and responsible individuals;
 - (e) the advancement of education of the public generally and in particular, the pupils of The Federation of St Joseph's Junior, Infant and Nursery Schools, Upper Norwood and other Catholic schools in the area. (**Objects**).
- 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.

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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 educational provision and the maintenance and improvement of the facilities at The Federation of St Joseph's Junior, Infant and Nursery Schools, Upper Norwood (the "St Joseph's Federation").
- 2.2 The Charity Trustees will not normally support:
- (a) Support for the normal operating costs of providing a school curriculum;
 - (b) An individual need where there is no perceived wider community benefit;
 - (c) Funding for major capital projects dependant of additional fund-raising activity (in exceptional circumstances, the Charity Trustees will consider joint funding with other charitable or commercial enterprises).
- 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 organisations and individuals, although the Charity Trustees are particularly keen to support the St Joseph's Federation so that grants can be made for the benefit of the school communities.
- 3.2 The Charity Trustees will usually only award grants to organisations based in the United Kingdom (**UK**) that either:
- (a) are registered as charities with the Charity Commission for England and Wales, the Office of the Scottish Charity Regulator and/or the Charity Commission for Northern Ireland; and/or
 - (b) qualify as charities under the law of England and Wales, but are not required to register with the Charity Commission for England and Wales.
- 3.3 The Charity Trustees will not usually award grants to an applicant that has:
- (a) previously submitted a proposal where the applicant failed the Charity Trustees' due diligence checks and the issues identified at that time have not been addressed.

4. What we will fund

- 4.1 All grants awarded by the Charity must be used to cover costs that are directly connected to carrying out the charitable activities that the Charity Trustees have agreed to fund (**Funded Activities**). Unless

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the applicant is able to demonstrate that the expenditure is essential for, and directly linked to, the Funded Activities, grants must not be used to fund any of the following types of expenditure:

- (a) salary costs;
- (b) capital expenditure (the applicant must also be able to demonstrate that any assets acquired using grant monies will be used for similar purposes after the end of the Funded Activities);
- (c) contributions to the cost of overheads.

4.2 The Charity Trustees may 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.

4.3 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 grant proposals must be made in writing and sent to foundation@st-josephs-jun.croydon.sch.uk or the Headteacher c/o St Joseph's Junior School, Woodend, London SE19 3NU. Proposals must explain in detail how the grant will be used and put forward a strong case for support. In particular, a proposal must:

- (a) demonstrate how the activities funded by the grant will benefit the intended beneficiaries and advance one or more of the funding priorities;
- (b) set out how use of the grant will be managed;
- (c) give details of the key individual(s) who will be responsible for the management of the grant and delivering the proposed activities;
- (d) provide a budget for the proposed activities;
- (e) give details of any other funding that has been awarded or that is being sought for the activities to be funded by the grant; and
- (f) give details of any potential sources of matched funding.

5.2 If the application is made by or on behalf of an organisation, the following must also be provided with the proposal:

- (a) a complete, up-to-date copy of the organisation's governing document;
- (b) if the organisation is a UK charity:
 - (i) its registered charity number(s) as issued by the Charity Commission for England and Wales, the Office for the Scottish Charity Regulator and/or the Charity Commission for Northern Ireland; and/or

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- (ii) if it is a charity under the law of England and Wales that is not required to register with the Charity Commission for England and Wales (because it is either an exempt or excepted charity, or has income below the registration threshold), evidence of its charitable status (such as an HMRC reference number or a copy of its Instrument of Government or constitution);
- (c) the organisation's most recent set of accounts.

5.3 If the applicant is a non-charitable organisation the proposal must also:

- (a) provide evidence that the organisation has a bank account with at least two unrelated signatories; and
- (b) demonstrate that all of the activities in the proposal will qualify as being charitable for the public benefit if they are undertaken by an organisation that is registered as a charity in England and Wales.

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

unless authorised by this policy.

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 particular:

- (a) the Charity Trustees may appoint a grants committee to review grant proposals and make recommendations to them;
- (b) individual Charity Trustees may be asked to review grant proposals and make recommendations to the Charity Trustees; and
- (c) before making a decision to award a grant, the Charity Trustees may ask anyone they consider has relevant expertise or experience to provide them with information and to join in their discussions, but not to take any part in the final decision.

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

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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 3 months 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 6 of the Charity's constitution authorises a Charity Trustee or any person connected to them to receive a benefit from the Charity as a beneficiary of the Charity, provided that a majority of the Charity Trustees do not benefit in this way.

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 governing documents;

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- (b) if applicable, the applicant's status as a charity, including (where it is required to do so) evidence that the applicant has been registered with a charity regulator;
- (c) the applicant's latest accounts and financial position;
- (d) the identity of the applicant's directors, trustees, executive committee or other key personnel, in particular, to seek to establish whether they are authorised to act in that capacity;
- (e) the applicant's governance and operational structures and practices;
- (f) the applicant's internal financial controls;
- (g) relevant operational policies and procedures that the applicant has in place, for example, in relation to safeguarding children and vulnerable adults, and on equality and diversity;
- (h) the applicant's aims and values; and
- (i) 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 If appropriate, the Charity Trustees may also visit grant-funded activities and interview individuals involved in running those activities.

9.4 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.

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10. Clawback and repayment

The Charity Trustees may require repayment of all 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 at least annually.

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