

# DJM CHARITABLE FUND

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## GRANT AND DONATION MAKING POLICY

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### 1. The Objects of DJM Charitable Fund (“the Charity”)

Under the terms of the Articles of Association, the Trustees apply funds at their discretion:

The objects of the CIO are:-

- 1.1 Such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

The Trustees of DJM Charitable Fund seek to support those activities for purposes which help further the Objects.

The Trustees will ensure that the trust’s grant-making will be for the purposes limited to those that are charitable according to the laws of England and Wales.

### 2. Priorities for support

- 2.1 The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year. The Trustees have determined that the priorities for funding over the next years will be determined by:

- 2.1.1 the Applicant’s need for funding and the scope of the work the funding will help, as detailed in 5.1.1;

- 2.1.2 how the funds will benefit the Applicant and what they will get out of the funding DJM Charitable Fund awards them as detailed in 5.1.1; and

- 2.1.3 the consequences that may result from not receiving adequate funds, i.e. smaller organisations ceasing to trade or the effect on individuals.

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

### 3. Principles

In awarding grants or donations, the Trustees will apply the following principles:

- 3.1 Applications throughout Wales are eligible for consideration.
- 3.2 All applications from previous recipients of grants or donations or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous grant or donations, any new application will in no way receive preferential or adverse consideration.
- 3.3 The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

#### **4. Exclusions**

The Trustees will not normally approve the use of the Charity's funds for purposes for which the government has a statutory responsibility to provide.

#### **5. Grant application process**

All applications for grants or donations should be made in the first instance to DJM Charitable Fund, 16 Axis Court, Mallard Way, Riverside Business Park, Swansea Vale, Swansea, SA7 0AJ and clearly marked for the attention of the Trustees. All applications must be made in writing in the form of a letter addressed to the Trustees following the criteria set out in this policy.

##### **All applicants:**

##### **5.1 Information requirements before awarding a grant**

Before awarding a grant or donation to an organisation or an individual, the Trustees require that the application should:

- 5.1.1 Inform the Trustees of the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
- 5.1.2 Inform the Trustees of the names of those who are to be involved with the project/work to be carried out and the identity of the person(s) who will be responsible for the administration of the grant or donation and provide evidence of any DBS certifications or similar documentation allowing the persons involved with the project to work with vulnerable grounds including children (where applicable);
- 5.1.3 Provide adequate information regarding the identity and financial status of the applicant and/or of the status of the person(s) who will carry out the project/work;

- 5.1.4 Demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant or donation but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes; and
- 5.1.5 Sign the letter to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant or donation between the Charity and the grant or donation recipient and agrees to be bound by them.

## **6. Assessment process**

- 6.1 All grant or donation applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants or donations will be considered by the Trustees at their meetings, and the Trustees will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application.
- 6.2 Applicants should note that, as with many other charitable organisations, DJM Charitable Fund always receives far more applications 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 or donation.
- 6.3 The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## **7. Monitoring and Publication**

- 7.1 It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress having been demonstrated and the Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Trustees may also jeopardise the continuation of the Charity's support where these have been requested.
- 7.2 In addition to reports detailing progress sought pursuant to paragraph 7.1 but save for such instances detailed in paragraph 7.3, grant recipients (where appropriate) will be expected to provide:
- A statement of how their Charity monies have been spent for the year; and
  - Details (where appropriate) of any other funds applied to the same project.

- 7.3 For any applications made by organisations consisting of 2 persons or fewer, or any organisations seeking funds of £500.00 or less, the organisation shall not automatically be expected to provide the information and documentation sought pursuant to paragraph 7.1 and 7.2 above, but rather the Charity shall set out in the grant award letter what the recipient is expected to provide.
- 7.4 Monitoring visits by representatives of the Charity may be expected during the period of a grant.
- 7.5 The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the project.
- 7.6 Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within three months of the end of the grant, detailing fully the 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.
- 7.7 Where the purpose of the grant is to fund research, then the 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 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 Trustees at the time of making the grant.

Dated 15<sup>th</sup> MAY 2018