

## **MAIDSTONE LIONS CLUB**

*A Charitable Incorporated Organisation (registered charity number 1182988)*

### **Grant Making Policy**

#### **1. The Objects of Maidstone Lions Club**

- 1.1 Under the terms of the Club's Constitution, the Club applies funds at their discretion, making grants where they believe that their contribution will make a real difference. We can only make grants in furtherance of our charitable objects; these details of the Objects of the Club are shown in the Annex to the document.

#### **1.2 Scheme of Delegation**

The Trustees have determined that all decisions relating to the consideration of grants are to be devolved to the welfare committee and the club members present at business meetings. The Trustees have also given devolved authority to the President, Chair of Welfare and Treasurer the process for consideration of emergency applications for funding. The Trustees will ratify all decisions made at the business meeting as appropriate.

#### **2. Priorities for Support**

The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution at the time of application.

- Each application will be considered on its merits, except that grants will not be made to fund anything contained in the exclusions section of this policy.
- The Trustees have determined that the priorities for funding will be:
- Only applications within the Borough of Maidstone will be considered, although requests from outside of Maidstone may be considered at the discretion of the Club when the local club is unable to fund the request. The Club may also consider international, regional and zonal funding requests referred to them by the Lions International organisation and the regional and zonal bodies;
- Applications for support and/or grants from individuals or organisations as described above are all considered on their own merits, following investigation by the Welfare Committee. Using the former as a guiding principle the following are examples of areas adopted for support:
  - \* Local charitable causes – including but not limited to youth groups, groups working with the elderly, disabled and social welfare, and requests from individuals.
  - \* Youth and children's organisations – including but not limited to sport related groups or individuals, scouting and guiding, youth club activities.

- \* young people undertaking overseas assignments provided they satisfy the requirements of the policy agreed by the Trustees for this purpose and annexed to this policy;
- \* Community facilities -including but not limited to relief of hardship for individuals and families, community projects where there is a proven benefit to the community.

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

### **3. Principles**

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

- whilst the Trustees will not normally support applications from large national charities or charities dedicated to issues deemed by the Club to be already well funded, applications from local branches of national charities may be considered to support a local appeal where the grant will be used to support a specific local need.
- the Club will work with other organisations to fund initiatives beyond the financial scope of a single organisation;
- all applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Club on their own merits. Although the Club will have regard to the outcome of the previous grant, any new application will not receive preferential or adverse consideration.

### **4. Exclusions**

The Club will not approve grant applications for:

- salaries, expenses, or other costs including but not limited to rent, utility charges, council tax
- to partially or fully pay the debt of an individual or organisation
- any request from a commercial business
- to fund any request for retrospective funding
- any request, those from International, Regional and Zonal excepted, where an application form as prescribed by Maidstone Lions Club has not been completed.
- any request that involves foreign travel
- the purchase of so called "White Goods" for an individual unless a recognised Charity or Organisation is applying on their behalf and has completed the prescribed application form.

## 5. Grant Application Process

All applications for grants should be made to the Chair of Welfare Committee [welfare@maidstonelions.org.uk](mailto:welfare@maidstonelions.org.uk) who will supply an application form which must be completed and returned electronically unless it is impracticable to do so. In such cases a paper copy may be returned to an address that will be given to the applicant on request.

If requests are received by other members of the Club they should advise the Chair of Welfare Committee at the earliest opportunity.

Before awarding a grant to an organisation or an individual, the Club require that the applicant shall:

- complete and return the completed application form to the Chair of Welfare fully describing the purpose of the application, details of the project or item to be purchased, the way in which the grant will be used and how it will be managed effectively for its intended purpose; Three quotes must be supplied for all requests where the expenditure is £500.00 or more.
- provide, if requested, 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;
- demonstrate, where appropriate, 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; also in relation to any risk of injury by reason of the project or purpose for which the grant is awarded;
- be informed that all equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual); However, when making an offer of a grant, Maidstone Lions Club may require the applicant to offer an item back to Maidstone Lions Club in the event that the recipient has no further use for the item. For Capital projects Maidstone Lions Club may include a requirement to repay partially or, in full, the value of the grant if it is sold or otherwise disposed of within a specified period. For the avoidance of doubt, no item supplied or purchased whether fully or in part with funds from Maidstone Lions may be sold or otherwise disposed of without the written permission of the Club.
- provide a copy of the order and a receipted invoice for the item(s) purchased where the beneficiary is being reimbursed for the purchase.
- not be given cash or vouchers to fulfil a grant
- on receipt of the grant, either by cheque or through bank transfer, provide a written acknowledgement of the receipt to the Maidstone Lions Welfare Chairman.
- to comply with the GDPR, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. When submitting an application the Club requires the assurance of the applicant that personal data about any individual named in the application is supplied to the Club

with their informed consent, or the consent of their parent or guardian where appropriate and will require written proof that consent has been given. Any personal information supplied to the Club will be processed in accordance with its Privacy and Retention Policies which are published on the Maidstone Lions website.

## **6. Assessment Process**

The assessment process will be as follows:

- all grant applications will be subject to initial assessment to ensure that they meet the basic criteria for funding. Grants will initially be considered by the Welfare Committee at their meetings. The Welfare Committee will make recommendations to the next business meeting of the Club who will vote on the recommendations of the Committee providing that a quorum of club members is present. After a vote has been taken by Club members who are present at the business meeting, the Trustees will ratify the minutes of the Welfare Committee. The Trustees will not be permitted to change the will of those present at the business meeting unless Club members have made a decision that would be unlawful.
- the Club will endeavour to complete the grant process within eight weeks of a properly completed application being received and the Chair of Welfare will notify applicants of the outcome of their application as soon as practicably possible after a decision has been reached.
- after the Club has made an offer, the applicant or organisation shall have 8 weeks in which to submit their invoice and receipts to cover the expenditure authorised by the Club. The Club recognises that in some cases that this may be impracticable but in such cases the applicant or organisation must keep the Club informed as to progress of their project and the likely date when funding will be required.
- the Club will not provide an explanation to the applicant should their application be unsuccessful, however the Club may, at its discretion, give feedback.
- applicants should note that the Club receives far more applications than they have funds to support. Even if a project fits with the criteria and priorities of the Club and a detailed assessment has been made, the Club will not be under any obligation to make a grant whether or not funds are available.
- where the Chair of Welfare is satisfied that there is a bona fide emergency affecting an individual or family, they may, in consultation with the President and Treasurer recommend an emergency grant of up to £500.00. When this occurs it is to be reported to the next meeting of the welfare committee.

## **7. Monitoring and Publicity**

It is the policy of the Trustees to monitor at their discretion, all grants made. Where the grant is for an extended period, project progress should be reported on a regular basis. In addition to reports detailing progress, grant recipients are expected to :

- provide a statement of how the grant monies have been spent, this may be in writing or to take up the opportunity (where appropriate) to visit the Club to deliver a personal report of how the grant has been spent;

- provide details (where appropriate) of other funds applied to the same project;
- allow Trustees or their representative(s), where appropriate, visit the applicant to view the progress/success of the project and see how and where the grant has been spent.
- consider consenting the use of their information and project details for publicity purposes, including on line, in print and otherwise.

## **ANNEX 1**

### **OBJECTS**

1. The Objects of the Club are such purposes as are exclusively charitable in England & Wales, including in particular:
  - 1.1 the advancement of citizenship by:
    - 1.1.1 promoting the principles of good citizenship;
    - 1.1.2 encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;
    - 1.1.3 providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;
    - 1.1.4 encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;
    - 1.1.5 supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;
  - 1.2 promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities;
  - 1.3 promoting volunteering;
  - 1.4 the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;
  - 1.5 the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues;

- 1.6 promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or
  - 1.7 promoting community participation in healthy recreation.
2. Nothing in this constitution shall authorise an application of the property of the Club for the purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and section 2 of the Charities Act (Northern Ireland) 2008.