

UniBrass Foundation Grant Giving Policy

Change History

Date	Issue Number	Changes
20th March 2022	1.0	Policy adopted as written

Last reviewed: 20th March 2022

UniBrass Foundation Grant Giving Policy

1. Charitable objects

1.1. The trustees apply the funds of the UniBrass Foundation at their discretion and in accordance with the charitable objects of the charity.

1.2. The trustees may appoint a subgroup to consider the distribution of beneficial grants on its behalf and to make a decision in accordance with the charitable purposes and objectives.

2. Priorities for support

2.1. The number of beneficiaries that can be supported by the UniBrass Foundation is necessarily limited by the amount of funds that are available for distribution in each grant giving scheme. The trustees will make it clear who the intended beneficiaries of each grant are, and the criteria for selection.

2.2. The priorities for support will be reviewed by the trustees in advance of each funding opportunity and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable objects of the charity.

3. Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

3.1. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.

3.2. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

3.3. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

To facilitate these decisions, the following information must be obtained from applicants:

- The purpose of the application and the way in which the grant will be used, including an itemised breakdown showing how the sum requested has been calculated
- Adequate information regarding the identity and financial status of the applicant that is relevant to the particular funding opportunity
- Signature or verification from the applicant (or in the case of applications by persons under the age of eighteen years by their parent or guardian) to confirm that all information provided is correct

The charity may ask for any further information that is required for the administration of the grant, or monitoring of the process.

4. Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary;
- That funds are applied in accordance with the charity's charitable purpose;
- That funds are not knowingly used for:
 - Money laundering in accordance with the operative Money Laundering regulations;
 - Terrorist financing in accordance with the Terrorist Act 2000;
 - Bribery in accordance with the Bribery Act (2010).

4.2. The trustees will adopt a risk rated approach to due diligence. Risk factors will include the size of the grant, and the nature of the relationship between the charity and the beneficiary.

4.3. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken.

4.4. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

4.5. The results of any due diligence will not last indefinitely. Due diligence must be redone if a different application is received. If a beneficiary is supported for an extended period of time, due diligence must be done on at least an annual basis.

5. Administration

5.1. Any applications for grants must be made using the application procedure set out for each individual funding opportunity.

5.2. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer. The charity's normal payment authorisation process will be applied to any payments.

5.3. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

5.4. If the funds awarded to a beneficiary are found to have been used for purposes other than that which the grant was intended for, or additional due diligence after the award of the grant returns information that would have made the candidate ineligible at the time of award, full repayment of the grant will be required.

5.5. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

5.6. The charity reserves the right to apply conditions to any grant.

5.7. The charity may choose to give the grant in multiple instalments, in proportions and times stipulated at offering of the grant. Further conditions, such as return of relevant proof of expenditure may be a requirement for later instalments.

6. Decision making

6.1. For grants with anticipated individual award of under £500, and total pot of under £5000, 2-3 trustees should act as reviewers of the applications. For grants with anticipated individual award sizes of over £500 or total pot of over £5000, the process by which applications will be reviewed should be discussed at a properly convened trustee meeting, where trustees will consider the risks of the grant (see point 4 and subpoints).

6.2. Wherever possible, and where it does not impact on the ability to assess the application against the criteria for selection, applications should have all identifiable information removed from the application by a person who is not reviewing the applications, allowing the applications to be reviewed "blind". Only after award decisions have been made should the identifiable information be made known.

6.3. Reviewers of applications must make decisions on awards based solely on the merits of the application, and how well it meets the criteria for selection which have been advertised as set out in 2.1.

6.4. Protected characteristics as set out in the Equality Act 2010, or other characteristics defined in the UniBrass Equal Opportunities and Diversity Policy (gender identity, socioeconomic background), must not influence the award of applications unless those characteristics are relevant to the objectives of the grant, for example due to an identified inequality which the grant attempts to address.

6.5. The decision of the trustees on whether to award a grant is final.

6.6. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.