



GRANT-MAKING POLICY

1. Purpose

- 1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how The Fareham Well Charitable Incorporated Organisation (“The Well”) makes grants. It complements any practices that The Well may adopt in respect of fund-raising.
- 1.2 A grant is defined as a financial award that The Well makes from its funds to support *“the prevention or relief of poverty of people living in the borough of Fareham, in particular, but not exclusively, by providing grants, items and services to Christian and other organisations working to prevent or relieve poverty or respond to community need”*.

2. Introduction

- 2.1 The Well is a registered charity (number 1074045) benefiting communities particularly, though not exclusively, in the borough of Fareham. It is a voluntary organisation managed by a Board of Trustees supported by a Grant-Awarding Committee.
- 2.2 The trustees ensure proper governance of The Well’s grant-making in three ways.
 - a. Through **grant-making principles** which ensure that decisions are ultimately made by the trustees. These principles emphasise that funds available for distribution are The Well’s assets.
 - b. Through published **grant-making criteria** which set out the activities that the trustees wish to support in furtherance of The Well’s charitable objectives. The trustees may, on some occasions, make grants outside published criteria but, in all such cases, the activity supported will be charitable in law and will align with the Well’s charitable purposes.
 - c. Through **grant-making processes** which set out how decisions are reached for awarding grants from different types of funds at the Foundation.

3. Grant-making principles

- 3.1 The principles are as follows.
 - a. The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with The Well’s charitable purposes.
 - b. Trustees reserve the right to apply conditions to any grant.
 - c. Trustees also reserve the right not to approve any recommendation or nomination if they determine that the resulting grant would not be charitable or would conflict with The Well’s stated policies or damage its reputation.

4. Grant-making criteria

- 4.1 Detailed guidance on the criteria against which applications will be assessed is set out in Appendix 1 of this policy.
- 4.2 As a registered charity, The Well can only make grants to support activity which is charitable in law. Grants will always be restricted for specific charitable purposes.
 - a. Where an application is made by a registered charity, Trustees will consider whether the charitable purposes of the applicant are compatible with those of The Well. If they are the same or narrower than The Well’s objects, Trustees can provide a grant to the charity without restrictions on what it can or cannot spend the money on (“unrestricted funding”).

- b. If an application is made by a charity whose purposes are wider than those of The Well, The Well's Trustees can only provide "restricted funding" meaning that the grant can only be used in support of one or more of The Well's purposes (see para 1.2). The charity recipient would be required to account for the funding as a restricted fund, and only deduct costs from that fund to the extent that they can be shown to have been expended on work to further The Well's purposes and the restricted terms of the grant.
 - c. If an application is made by a charity whose purposes do not align or conflict with those of The Well no grant can be made.
- 4.3 Organisations do not have to be registered charities to apply. However, The Well can only award grants to non-charities if the Trustees are confident that the funds will be used solely to further The Well's purposes. As such applicants are not registered charities, their activities are not constrained by charity law or regulated by the Charity Commission and The Well's trustees will therefore take steps to assure themselves that the funds will only be used charitably.
- 4.4 To ensure The Well's resources are used solely to further its charitable objectives, trustees normally expect recipients of grants to make regular reports on the outcomes and impact as detailed in the grant award.
- 4.5 The trustees will normally make awards in the range of £100 - £1000 but this does not preclude consideration of awards outside this range. Applicants wishing to apply for larger or smaller sums should contact the trustees before applying.
- 4.6 Applications for support must be made using The Well's on-line application process.

5. Grant-making processes

5.1 It is the trustees' intention that The Well's grant-making processes should be transparent. To this end, all eligible grant requests go through a five-stage process as follows:

- a. **Application** – which should be made using the online form.
- b. **Assessment** – to determine whether the request meets our criteria. Requests that do not meet the criteria will be rejected or, at the trustees' discretion, may be returned with a request for further information.
- c. **Review and recommendation** – of the assessment by the Grant Awarding Committee who make recommendation to the trustees.
- d. **Decision** – by a majority of the trustees. We will let you know the trustees' decision as soon as possible after it has been taken.
- e. **Award and Completion of Grant Agreement.**

6. Variations to this policy

6.1 The Board of trustees will review this policy annually.

Version 1.0 approved by the Board 26 April 2024

APPENDIX 1: THE WELL - GRANT-MAKING CRITERIA

Who can apply?

1. We make grants to a wide range of organisations. We are particularly keen to help churches, other religious organisations, grassroots community groups and small-to-medium-sized voluntary organisations.
2. You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. Grants will always be restricted for a specific charitable purpose and must be outlined on the application form.
3. You must have a governing body (constitution, rules, Memorandum and Articles of Association, etc.), a governing body of at least three unrelated individuals and a bank account in your group's name with at least 2 unrelated signatories.
4. If you have previously had a grant from The Well, we will not consider any new application unless you have sent us all the required grant reports for the earlier award.
5. Our grants are normally awarded for activities that benefit the people of Fareham, but the trustees will consider the merits of applications in support of activities that benefit neighbouring communities.
6. For the avoidance of doubt, The Well only makes grants to organisations; the Trustees will not consider applications from individuals.

How do I apply?

7. All applications must be made using the Well's on-line application process. This is available on our website at www.farehamwell.org.uk/apply
8. Grants are awarded twice a year, normally in April and October. Applications can be made at any point in the months before the Grant-Awarding Committee meets, but all applications must be submitted by 15 March and 15 September if they are to be considered at the April and October meetings respectively.

What sort of activity will The Well support?

9. Grants are only made by The Well in support of its charitable purposes: *"the prevention or relief of poverty of people living in the borough of Fareham, in particular, but not exclusively, by providing grants, items and services to Christian and other organisations working to prevent or relieve poverty or respond to community need"*.
10. As a registered charity, The Well can only make grants to support activity which is charitable in law. Grants will always be restricted for specific charitable purposes.
11. If an application is made by a registered charity whose charitable purposes are compatible with those of The Well (above), the Trustees may provide a grant without restrictions on its use.
12. In all cases, applicants must provide a strong case for support. That means being able to explain what you will do with the grant, who will benefit and how you know the work will make a difference to the intended beneficiaries or cause.

Are there any Restrictions on Applications and Funding Awards

13. If an application is made by a charity whose purposes are wider than those of The Well, funding can only be awarded if it supports one or more of The Well's charitable purposes. If an award is made in these circumstances recipients will be required to account for the funding

as a restricted fund and will be required to show that money has only been used to further The Well's purposes in accordance with the restricted terms of the grant.

14. If an application is made by a charity whose purposes do not align or conflict with those of The Well no grant can be made.
15. Although organisations do not have to be registered charities to apply, The Well will only award grants to non-charities if the Trustees are confident that the funds will be used solely to further The Well's purposes. The trustees will therefore take steps to assure themselves that the funds will only be used charitably.
16. The Trustees will only award funding for current or future activity. Funding will not be awarded retrospectively for any activity that has already taken place.

When will I get a decision – and then what happens?

17. The dates on which the Grant Awarding Committee meets will be published on The Well's website and trustees will normally aim to inform applicants whether they have been successful or not within four weeks of the meeting.
18. The Trustees decision is final, and trustees reserve the right not to explain, or enter into discussion about, the reasons for not making an award.
19. Once the decision has been made, successful recipients will be required to sign a formal Grant Agreement before funds can be released. This agreement will normally include:
 - How the grant can be spent (as indicated in The Well's purposes).
 - The time period for the delivery of the activities or outcomes for which funding is awarded.
 - Other appropriate terms and conditions, depending on the value of the grant and the trustees' assessment of the risks, such as:
 - requirements for receiving interim and/or final reports from the recipient on how they have spent the grant.
 - monitoring arrangements which will enable the trustees to be satisfied that the grant is actually being used for the agreed purpose.
 - what will happen if the terms and conditions can no longer be complied with or are breached.
 - appropriate protection of The Well's brand and reputation.