

Harrow Giving

Grant Making Policy

1. Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how Harrow Giving makes grants.

1.2 A grant is defined as a financial award made by the Harrow Giving from its funds to support charitable activities carried out by the grantees.

2. About Harrow Giving

2.1 Harrow Giving is a trading name of Harrow Community Action (registered charity no. 1167770) and is administered by Voluntary Action Harrow Co-operative.

2.2 The charitable objects of Harrow Giving are 'the promotion of the efficiency and effectiveness and the effective use of charitable resources for charitable purposes of not-for-profit organisations, voluntary groups and charities operating in the local government area of the London borough of Harrow and elsewhere'

3. Governance principles

3.1 The governance principles are as follows;

- a. The Board of Trustees has ultimate responsibility for all grant-making decisions in line with Harrow Giving's charitable purposes and any restrictions agreed with donors and funding partners.
- b. The trustees may give certain decision-making responsibilities to a grant panel.
- c. The trustees reserve the right not to approve any recommendation or nomination if, through its decision-making, it determines that the resulting grant would not be charitable, or would conflict with the Charities stated policies or damage its reputation.
- d. Grants awarded by Harrow Giving on behalf of other organisations may be subject to additional principles and restrictions set out by the donor organisation.

4. Grant panel

4.1 The grant panel will vary from grant fund to grant fund.

4.2 A minimum of 1 trustees will be involved in all grant giving panels

4.3 In addition to trustees, grant panels may comprise of funding partners, Harrow residents, individuals with lived experience or experts within a specific field.

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- 4.4 Panel members will be offered training prior to joining the panel.
- 4.5 Individuals who have a personal or other close family involvement in an organisation that has applied for a grant must not be part of the panel for discussion for that application.
- 4.6 Individuals with any or potential conflicts of interest will be excluded from the decision to award funding.
- 4.6 The Sub-Committee will consider all applications and make the decisions on them, up to a maximum of £20,000.

5. Grant-making criteria

- 5.1 The aim of the grant-making criteria is to provide clear information from the trustees to those groups who want to apply for grants.
- 5.2 The Board, Voluntary Action Harrow or delegated sub-group will review these criteria from time to time and in line with any requirements of the donors or funding partners and, if necessary, amend or update them.
- 5.3 The trustees wish to make grants to a wide range of organisations working with Harrow residents and the Harrow environment. Harrow Giving normally only makes grants to organisations which are those with strong relationships in the primary area of benefit.
- 5.4 Trustees expect that grants will normally achieve one or more outcomes around the aim of the grant programmes which is to support Harrow residents and make Harrow a better place. All the proposed activity is confined to the London Borough of Harrow.
- 5.5 Each grant application shall be considered on its own merits and in the context of budget constraints and competing applications from other organisations. The approval of a grant application should not be taken to imply that a further application in the future will also be approved.
- 5.6 Grant requests which the trustees will not normally support are:
 - a. grants for religious activity, which is not for wider public benefit
 - b. grants for party political activities
 - c. grants for individual
 - d. grants for Trips Abroad.
- 5.7 Organisations applying for the grant must meet the grant criteria at the time of the application. The trustees reserve the right to be flexible in exceptional circumstances.

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5.8 The Trustees recognise that the voluntary/not-for-profit sector is diverse. It includes relatively large organisations that can employ expert staff and small, community-based organisations run entirely by volunteers. Therefore, organisations differ considerably in their capacity to provide complex information about costs and outputs/outcomes/impacts.

6. Grant-making processes

6.1 In setting grant-making processes, the trustees have determined they should be transparent, true to Harrow Giving values and policies, and address the interests of both applicants and the wishes of donors and funding partners. To this end, all grant requests go through the following process:

- a. Those applying are encouraged to discuss their proposal Voluntary Action Harrow before submitting.
- b. Applications are sent to the appointed panel members to be assessed.
- c. All assessments are reviewed and discussed by the Panel for agreement, conditions or for rejection.
- d. Panel members or trustees who have a conflict of interest will not be involved in the decision making process
- e. There is no appeals process

7. Due Diligence & grant payment

7.1 In addition to the completed and signed application form, grant applicants must also provide or make available the following (this can be made available by provision of electronic links to the organisation's and/or Companies House / Charity Commission's website)

- a. A copy of the organisation's governing document, showing its charitable objects
- b. The most recent Annual Report and Financial Statements.
- c. Evidence of the existence of a bank account in the organisation's name

7.2 Applicants may make some of the above available through the provision of electronic links to the organisation's and/or Charity Commission's website.

7.3 Depending on the nature of the activity to be funded through the grant, applicants may also be asked to provide evidence of the existence of relevant policies and procedures (e.g. safeguarding, health and safety), risk assessments and insurance cover.

7.4 All successful applicants must sign the standard Grant Agreement and confirmation of bank account details.

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7.5 No payments will be made until a signed Grant Agreement is received. Unless there is a reason not to, at least a proportion of the approved grant will be paid immediately.

7.6 Where a grant period is more than six months, payments may be made half-yearly. Where a grant is for more than a year, any second- and subsequent-year payments may be dependent on the provision on an interim grant report.

7.7 A proportion of a grant for capital expenditure may be held back, pending receipt of evidence that the money has been spent. In exceptional circumstances, where a grant recipient has limited cash reserves, the Charity may dispense the grant through direct payment to a supplier, unless there are practical reasons not to do so (e.g. the expense is VATable and grant recipient is VAT registered).

7.8 All payments will be made by BACS.

8. MONITORING AND REPORTING

8.1 All grant recipients are required to provide an end-of-project report within one month of the end of the agreed grant period.

8.2 Grant recipients may be required to provide an interim progress report. This will be communicated with the grant recipient at the start of the grant.

8.3 The above may be supplemented by a visit by the Voluntary Action Harrows staff and/or Harrow Giving Trustees. The purpose of such visits is to check on progress against any targets included in the application and, where possible, meet with end-beneficiaries to discuss the impacts of the organisation's activities, particularly those supported by the Charity's grant. Such visits may also include sampling of expenditure records and scrutiny of financial accounts.

8.4 Monitoring reports may be referred to when deciding on future grant applications.

9. Variations to this policy

9.1 The Board of trustees may vary the terms of this policy from time to time.

9.2 Initially this policy will be reviewed on an annual basis but can be reviewed less often in the future once the policy has been trialled.

Date Approved	Approved by	Review Date
8 th September 2021	HCA Board	September 2022