



LIONS CLUB OF PETERSFIELD

A Charitable Incorporated Organisation

Grant Making Policy

1. The Objects of the Lions Club of Petersfield

Under the terms of the Clubs' Constitution, Trustees apply funds at their discretion, making grants where they believe that their contribution will make a real difference. Grants can only be made in furtherance of our charitable objects; these are shown in the Annex to the document.

2. Priorities for Support

The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. The Trustees have determined that the priorities for funding will be:

- subject to other elements of the Trustees grant-making policy, no restrictions are imposed on the purpose for which a grant may be made; thus applications for support towards capital projects, other projects or core costs are considered;
- Applications from Petersfield and its surrounding parishes are generally given a priority.
- Trustees also consider international funding and aid requests referred to them, particularly those supported by the Lions Clubs International Foundation (LCIF)
- Candidates for support and/or grants are all considered on their own merits, following investigation by the 'Community Services Committee' as appropriate or by the trustee designated to consider welfare requests.
- However, given that most of the available funds are raised within the local community, local candidates will normally be given special consideration. Using the former as a guiding principle the following are examples of areas adopted for support:
 - * Local charities - groups working with the young, those with special needs, the elderly, residential and nursing homes and individual appeals for special support;
 - * Youth and children's organisations - sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments;
 - * Community help and facilities - relief of hardship and support for individuals and families, community group initiatives.

The above 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, the Trustees will apply the following principles:

- grants are generally made as single payments between £50.00 and £5,000.00;
- Trustees will not normally support applications from large national charities (unless it is from and for the local branch use) or charities dedicated to issues deemed by the Trustees to be already well funded;
- Trustees 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 Trustees on their own merits. Although Trustees will have regard to the outcome of the previous grant, any new application will not receive preferential or adverse consideration.

4. Grant Application Process

All applications for grants should be made to the Lion President, Lions Club, of Petersfield, Winton house, 18 High Street, Petersfield GU32 3JL or through the website - <http://www.petersfieldlions.btck.co.uk/Contact%20us> Whilst the initial contact may be by any electronic means, all applications must be supported by way of a paper application document.

The trustees may at their discretion award a grant direct to an organisation, providing that the criteria of the assessment process as set out in para. 6 below, are met.

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

- 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;
- 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;
- demonstrate, when 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;
- all equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual);
- on receipt of the grant, either by cheque or through bank transfer, a written acknowledgement of the receipt is to be issued to the Lion Secretary;
- to comply with the Data Protection Act 1998, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations as the Trustees deem appropriate. The Trustees require the assurance of the applicant that personal data about any other individual is supplied to the Trustees with his/her consent. At the point of submitting application, applicants are asked to confirm this consent and assurance.

6. Assessment Process

The assessment process will be that:

- all grants applications will be subject to initial assessment to ensure that they meet the basic criteria for funding as set out in para. 2 above. Grants will be considered by the Trustees at their meetings and they 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;
- Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful, however Trustees do realise the importance of feedback and will where appropriate provide suitable comment to the applicant;
- applicants should note that Trustees receive far more applications than they have funds to support. Even if a project fits with the criteria and priorities of the Trustees and a detailed assessment has been made, Trustees may still be unable to provide the grant.

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 Trustees to deliver a personal report of how the grant has been spent;
- details (where appropriate) of other funds applied to the same project;
- Trustees or their representative(s) may, where appropriate, visit the applicant to view the progress/success of the project and see how and where the grant has been spent.

Trustees ask applicants to consent to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.

8. Recording decisions

All decisions about applications for grants will be recorded in the minutes of the appropriate trustee meeting, including acceptance or otherwise.

Final/TS
30 April 2017

ANNEX

The Objects of the Club are such purposes as are exclusively charitable in England & Wales, including in particular:

- the advancement of citizenship by:
 - * promoting the principles of good citizenship;
 - * encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;
 - * 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;
 - * 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;
 - * supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;
- 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;
- promoting volunteering;
- the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;
- 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;
- promoting for the benefit of the public the conservation protection and improvement of the physical and natural environment; and/or
- promoting community participation in healthy recreation.

Nothing in the 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.

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