

Grant-making Policy

"Unlocking Potential, Fostering Equity, Changing Lives."

Purpose

The purpose of this policy is to set out the principles, criteria and processes that govern how the Achieve Equity Foundation makes grants.

A grant is defined as a financial award the Foundation makes from its funds to support activities delivered by schools and multi-academy trusts.

Introduction

The Achieve Equity Foundation is a registered charity (number 1204018) benefiting communities throughout England and Wales. It is governed by a board of trustees. A volunteer team led by the charity's co-founders has delegated responsibility for day-to-day activities.

The trustees ensure proper governance of the Charity's grant-making in three ways.

- Through grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Charity's trustees. These principles clarify that funds given are the Charity's asset, albeit with degrees of restriction on their use, and that, where they are involved, donors are recommending grants, not awarding them.
- Through published grant-making criteria (Appendix 1) which set out the activities the trustees wish to support in furtherance of the Charity's charitable objectives. The criteria also include activities which the trustees do not wish to support because they do not consider them to be in line with the Charity's purpose. The trustees accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.
- Through grant-making processes which set out how decisions are reached for awarding grants from different types of funds held by the Charity.

Grant-making principles

The principles which underpin the trustees' governance of the Charity's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

The principles are as follows.

- The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with the Charity's charitable purposes and any restrictions agreed with donors and funding partners.
- Trustees may assign certain decision-making responsibilities to volunteers within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.
- Trustees reserve the right to apply conditions to any grant.
- Trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with the Charity's stated policies or damage its reputation.

Grant-making criteria

The Charity will publish guidance on criteria for applications from individuals and Groups (appendix 1). The goal is to make grants to a wide range of schools and multi-academy trusts across England and Wales. While not trying to be exclusive, the Charity will normally only make grants to schools and multi-academy trusts and where there is a strong alignment to its mission of raising the attainment of disadvantaged young people and the proposal has potential to benefit those disadvantaged by poverty in particular.

Grants will only be awarded to fund specific project costs, which may include salaries where relevant, and not for wider purposes.

Trustees expect that grants will normally support projects and services that work – helping groups maintain, expand or test new services, with an emphasis on quality and effectiveness.

External applications for support must be made using the Charity's defined application process.

Grant requests which the trustees will not normally support are:

- Contributions to general appeals or circulars;

- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place;
- Grant-making by other organisations.
- Privately owned and profit-distributing companies or limited partnerships.

To ensure the Charity's resources are used solely to further its charitable objectives, and it can report on the impact of grants, trustees normally expect that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer.

The minimum grant request is £500 and typically up to £1000. For grant requests of £5000 or more, trustees normally request further information in addition to the application form prior to making a decision. There is no upper limit, but applicants should be mindful of the Charity's average grant size.

Grant-making processes

Trustees aim for the Charity's grant-making processes to be transparent and to address the interests of applicants and the wishes of donors and funding partners. To this end, all eligible external grant requests go through a four-stage process as follows:

- I. Assessment to determine whether the request should be shortlisted for support based on funding criteria.
- II. Requests not shortlisted are rejected, unless a donor/partner wishes to review them.
- III. Review of the assessment and recommendation by a volunteer, panel or by a person acting with the delegated authority of the Board. Grants not recommended are rejected.
- IV. Ratification of the recommendation by the Board or a person/committee acting with its delegated authority.

In addition to responding to external grant requests and donor nominations, the trustees may at their discretion invite or commission proposals, or provide funding in collaboration with others or by combining fund contributions, where doing so would meet the Charity's strategy and priorities for its unrestricted and discretionary funds.

Appendix 1: Grant-making criteria

How do I apply?

All applications must be made using the Charity's application process. The process is the completion of an **online** application form which outlines:

Context of application

- **Information about your school**
 - Description of project and how it raises the attainment of **disadvantaged**¹ young people
 - Information on engagement in the RADY principles.

Who can apply?

We make grants to a wide range of schools and multi-academy trusts across England and Wales. While not trying to be exclusive, the Charity will normally only make grants to schools and multi-academy trusts and where there is a strong alignment to its mission of raising the attainment of disadvantaged young people and the proposal has potential to achieve a substantial impact.

The minimum grant request is £500 and typically up to £1000. There is no upper limit, but applicants should be mindful of the Charity's average grant size.

Schools which **can demonstrate through their application that they have applied the RADY principles (This may have been self-directed RADY work, RADY coaching or Recorded RADY™)** can apply for funding for an innovative project **at the earliest 6 months after beginning their RADY journey.**

Schools can apply for funding for an innovative project once every three years. However, in the instance of extenuating circumstances an application before three years will be considered.

We will not review a new application unless you have sent us the required grant report from **your previous grant from the AEF.**

A percentage of overall project funding, which includes grants from other funders and donors, can be applied for. However, you must have already

¹ The AEF are committed to helping young people disadvantaged by poverty.

raised 50% of the funds required for the project and provide evidence of this.

Schools and multi-academy trusts can apply for funding to expand existing innovative practices, including pilot projects, which you are looking to continue or scale. However, this cannot be an incomplete project which previously ran out funding.

Grants will only be awarded to fund specific project costs, which may include salaries where relevant, and not for wider purposes.

There are no upper or lower annual income requirements for organisations to apply, however those with an annual income of less than £5000 may be asked to provide additional information which demonstrates that they have the resources and infrastructure required to deliver the project, and meet the grant conditions.

Which area do I need to be in to apply?

We support schools based in England and Wales.

What sort of support is available?

We are interested in supporting:

- Projects and services that work – helping groups maintain, expand, or provide new services, with an emphasis on quality and effectiveness.
- Projects and services that use education as a tool for social change.
- Projects and services must address or reduce social exclusion, with a particular focus on young people experiencing disadvantage from one or more of the following:

- unemployment

- poor health (physical or mental)

- financial hardship

- race

- Gender

- sexual orientation

- poor educational or skills attainment

- disability

ethnic origin

- or who are within, or have experienced, the public care or penal system;

We will not fund requests to support:

- Contributions to general appeals or circulars;
- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place.
- Grant making by other organisations
- Privately owned and profit-distributing companies or limited partnerships.

When will I get a decision?

We are open to applications at any time of year and the trustees meet three times per year to ratify the recommendations made by those with delegated authority. Dates of meetings will be published on the AEF website and for an application to be considered at a meeting it must be received at least 4 weeks prior to the meeting date. Under exceptional circumstances trustees may temporarily close for applications, this will be published on the website. We will let you know if you have been awarded a grant or not within 20 working days of the meeting where your application was considered.

How will grants be paid?

If you are successful in being awarded a grant, every effort will be made to pay the amount via BACS to a relevant registered bank account within approximately 14 working days of receipt of the signed grant agreement.

What information do you require from us once we have received our grant?

We expect all grant holders to provide a report after 12 months (or end of project report – which ever is soonest) providing an overview of the project, the impact it has achieved to-date, its expected future impact, and an overview of how the money was spent. There is a simple proforma for this and strict word limits to prevent this being an overly time-consuming task.

Approval And Review

| Approval By | Date | Next Review Date |
|---------------|------|------------------|
| Trustee Board | | |