

## **GRANT MAKING POLICY**

### **1. The Objects of Didymus**

Under the terms of the Articles of Association, the Trustees apply funds at their discretion to fulfil the charity's stated aims:

- To encourage social inclusion
- To advance education
- To develop the arts
- To advance equality and diversity by creating opportunities for women
- To promote religious understanding.

### **2. Priorities for support**

The number of projects which can be supported is limited by the amount of funds available for distribution in any year. The priorities 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:

3.1 Applications from UK-registered charities working in the UK, Africa, Central and South America are eligible for consideration and all applications will be considered on merit alone.

3.2 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.

3.3 The Charity will work in partnership with other organisations where appropriate to fund initiatives beyond the financial scope of a single organisation. Trustees reserve the right to request information on other donors.

The Trustees strongly encourage applicants whose work falls outside the London area.

### **4. Exclusions**

4.1 The Trustees will not normally approve the use of the Charity's funds for purposes for which the government has a statutory responsibility to provide.

- 4.2 The Trustees will not award grants to individuals or organisations that are not UK registered charities.
- 4.3 The Charity will not normally support applications from large national charities i.e. those with an annual charitable income in excess of £1 million pa or charities dedicated to issues deemed by the Trustees to be already well funded within the UK
- 4.4 The Charity will not normally consider applications in excess of £5,000
- 4.5 The charity will not normally support applications from charities which do not have an annual charitable income of over £20,000 per annum.
- 4.6 The charity will not normally consider applications from organisations which have not registered two years of accounts with the UK Charity Commission.

## **5. Grant application process**

### **5.1 Stage 1**

- 5.1.1 All applications for grants must be made via Didymus' website.
- 5.1.2 Potential applicants must take the short, online eligibility quiz to ensure they are eligible for funding. If eligible, applicants should fill in the online applicants form in conjunction with this grant making policy.
- 5.1.3 Information required in the initial application:
- Organisation name and contact details
  - Purpose and aims of the organisation
  - Details of which of Didymus's aims the project fulfils
  - Geographical location of project or beneficiaries
  - A summary of the application including the purpose for which funding is requested, timeline for the project and expected outcomes
  - Total amount requested and the organisation's charitable income and assets

### **5.2 Stage 2**

- 5.2.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding and therefore for consideration at the next meeting of the trustees. All grant applicants will then be notified by email as to whether or not their application will proceed to be reviewed by the trustees.

### **5.3 Stage 3**

- 5.3.1 Applications which meet the basis criteria will be reviewed by the Trustees. Applicants may be contacted at this stage for further information. This can include:

- Further details of the purpose of the application, the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
- The names of those who are to be involved with the project/work to be carried out and the identity of the person(s) who will be responsible for the administration of the grant;
- 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;
- Details of previous projects and work conducted by the applicant;
- Evidence that the recipient has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes.

**In addition, applicants for grants to carry out research may be asked to:**

- Provide assurances to the Charity which are confirmed in writing by the grant recipient that the grant project and the applicant:
  - Is fully authorised by the organisation in which the research will be conducted and the grant recipient accepts full responsibility for its proper management;
  - Will disseminate the results of the research to the widest possible audience as required by the Charity;
  - Will comply with all relevant statutory legislation and other; and
  - Has obtained all of the necessary consents and authorities required to carry out the research.

5.3.2 Once all the further information requested by Trustees has been received, applications will be put forward for consideration at the next Trustees meeting. The meetings take place in February, June and October.

5.3.3 The Trustees will aim to write to all applicants informing them of the outcome of their application for funding within a month of the Trustee meeting.

#### **5.4 Successful applicants**

5.4.1 Successful applicants will be required to comply with terms and conditions contained in a letter of grant between the Charity and the grant recipient and agree to be bound by them, including monitoring of mutually agreed targets or milestones. Successful applicants must work with the Trustees to co-ordinate grant payments and fulfil audit expectations.

#### **5.5 All applications**

All applicants should note that, as with many other charitable trusts, Didymus always receives far more applications than it has funds to support. Even if a project fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity

may still be unable to provide a grant. The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## **6. Monitoring and Publication**

6.1 It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and the Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Trustees will also jeopardise the continuation of the Charity's support.

6.2 Monitoring visits by representatives of the Charity may be expected during the period of a grant.

6.3 The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the project.

6.4 Following the conclusion of the project or one year from the grant being made (whichever is sooner), the grant recipient will be expected to submit an audit, detailing fully the results and outputs from the project. This should be done via the Didymus website using the audit form provided there. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the audit is delayed, to allow a mutually acceptable date for submission to be agreed.

6.5 Applicants will also be asked to supply photos of the project/charitable work supported and will be sent an image permission form to complete to allow Didymus use of the images.

6.6 Where the purpose of the grant is to fund research, then the Trustees may also stipulate how the results of such research should be published and how the Charity's contribution should be acknowledged in any such publication. The Trustees may require the grant recipient to publicise the Charity in any of its publications relating to the project/work funded by the grant in the manner stipulated by the Trustees at the time of making the grant. 6.7 Where in the charity's opinion, the grant has not been used for the purposes for which it was given, the grant must be repaid to the charity.



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