

# Southwell & District Lions Club (CIO): “The Club” hereafter



## Grant making policy

Southwell Lion’s Trustees may only make grants in the furtherance of the charitable objects of the Club as set out in the Annex to this document. The Trustees will apply funds at their discretion, making grants where they believe that the Club’s contribution will make a real difference.

The total value of the applications that can be supported is limited by the funds available in our charity account, but the Club may agree to organise a fund-raising event for a specific cause or charity.

The Trustees have determined that the priorities for funding will be:

- applications from the local community of Southwell and the surrounding districts and villages,
- applications from within the county of Nottinghamshire,
- applications to support zone projects and/or other Lions Club’s projects and initiatives, and
- international funding requests referred to the Club by the Lions International organisation.

In awarding grants, the Trustees will apply the following principles:

- all applications will be considered on their own merits. Applications from previous recipients of grants or from previously unsuccessful applicants will be given equal weight as first applications. Whilst the Trustees will have regard to the outcome of any previous application, any fresh application will not receive preferential or adverse consideration;
- subject to other elements of this grant-making policy, there are no restrictions on the purpose for which a grant may be made; thus applications for support towards capital projects, other projects or core costs will be considered;
- Trustees will work with other organisations to fund initiatives beyond the financial scope of a single organisation.
- 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 not normally approve the use of funds for medical research projects of international, national or locally based charities, or for purposes for which government has a statutory responsibility to provide.
- Whilst direct donations to national or medical charities are not generally supported, the Club will support direct fund raising for such charities on special occasions or if the charities form part of an alliance with Lions UK. Typical examples include Macmillan coffee mornings or Marie Curie Daffodil appeal, Brain Tumour Research or Sight Savers, Water Aid and Medic Alert.

The Trustees may, at their discretion, monitor the application of grants made and where a grant is for an extended period may ask applicants to provide progress reports on a regular basis.

Recipients of grants will be expected to co-operate with the Club in producing publicity material, including appropriate photography (with parental or carer consents in the case of children or vulnerable people) for use in local and national media, press, radio and TV, online and on social media.

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.

Date	14/03/2022	Policy “owner”	Community Service Chair
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## The process

Applications for grants must be made in writing, either electronically or in hard copy.

In all cases, the application will be forwarded to the Chair of the Community Services Committee ('the Committee').

All applications will be subject to initial assessment by the Committee to ensure that they meet the basic criteria for funding. The Chair may seek additional information from the applicant, as is deemed necessary, and in such form as is appropriate to allow the Committee to fully consider the application.

If the application is for a large or on-going project or for general funds, the Chair may ask the applicant to identify specific items required so that the Club can stipulate how the grant can be used.

Where the Committee decides that the application should be supported, an appropriate recommendation will be made to the Club for a vote.

If the recommendation is approved by the Club, it will be referred to the Trustees for their vote.

Their decision as to whether a grant will be made is final.

Once a grant is approved, the Community Chair will advise the treasurer of the applicant's bank details : e.g. sort code, account number and name of the account so that payment can be made promptly.

The club is often asked to make a partial contribution to a larger scheme where grants are sought from various organisations. Hence the scheme might not start for some time or perhaps not proceed at all. In these circumstances, the Club may opt to pledge the grant value for payment when it's clear that the full scheme will proceed.

The applicant should notify the Club when this stage has been reached.

If the pledge has already been approved by the Club and trustees, no further Club approval is needed and at that stage the Club will organise payment of the agreed funds.

The Chair of the Committee 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, although the Chair is not obliged to provide an explanation to the applicant should their application be unsuccessful.

Date	14/03/2022	Policy "owner"	Community Service Chair
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