

# STUART HALBERT FOUNDATION

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## GRANT MAKING POLICY

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### 1. The Objects of Stuart Halbert Foundation (“the Charity”)

Under the terms of the Articles of Association, the Trustees apply funds at their discretion:

*“The Objects for which the Company is established are such general charitable purposes for the benefit of the public as the Trustees from time to time in their discretion think fit (“the Objects”).”*

The Trustees of Stuart Halbert Foundation seek to support those activities for purposes which help further the Objects.

### 2. Priorities for support

**2.1** The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year. The Trustees have determined that the priorities for funding over the next years will be:

- People
- Animal Welfare
- Armed Forces
- Local community

**2.2** The 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:

**3.1** Applications from any geographical area within the UK and overseas are eligible for consideration.

- 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 not normally support applications from large national charities i.e. those with an annual income in excess of £10 million or with £100+ million assets or charities dedicated to issues deemed by the Trustees to be already well funded within the UK.
- 3.4** The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

#### **4. Exclusions**

The Trustees will not normally approve the use of the Charity's funds for:

- 4.1** purposes for which the government has a statutory responsibility to provide

#### **5. Grant application process**

All applications for grants should be made in the first instance to Stuart Halbert Foundation, 4th Floor, Time Central, 32 Gallowgate, Newcastle upon Tyne NE1 4SN and clearly marked for the attention of the Trustees. All applications must be made by way of a paper application form (to be completed in conjunction with this policy).

- 5.1** Information requirements before awarding a grant

##### **All applicants:**

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

- 5.1.1** 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;
- 5.1.2** Inform the Trustees of 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;
- 5.1.3** 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;

- 5.1.4** Demonstrate 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 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; and
- 5.1.5** Sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them.

**In addition, applicants for grants to carry out research must:**

Provide assurances to the Charity which are confirmed in writing by the grant recipient that the grant project and the applicant:

- 5.1.6** Is fully authorised by the organisation in which the research will be conducted and the grant recipient accepts full responsibility for its proper management;
- 5.1.7** Will disseminate the results of the research to the widest possible audience as required by the Charity;
- 5.1.8** Will comply with all relevant statutory legislation and other; and
- 5.1.9** Has obtained all of the necessary consents and authorities required to carry out the research.

**6. Assessment process**

- 6.1** All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings, and the Trustees 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.
- 6.2** Applicants should note that, as with many other charitable trusts, Stuart Halbert Foundation 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.
- 6.3** The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## 7. Monitoring and Publication

- 7.1** 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 may also jeopardise the continuation of the Charity's support. In addition to reports detailing progress, grant recipients will be expected to provide:
- A statement of how their Charity monies have been spent for the year;
  - Details (where appropriate) of any other funds applied to the same project.
- 7.2** Monitoring visits by representatives of the Charity may be expected during the period of a grant.
- 7.3** The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the project.
- 7.4** Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within three months of the end of the grant, detailing fully the results and outputs from the project. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.
- 7.5** 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.