



## CRANLEIGH AND DISTRICT LIONS CLUB (CIO)

*A Charitable Incorporated Organisation*

### **Grant Making Policy**

#### **1. The Objects of Cranleigh and District Lions Club (CIO)**

Under the terms of the Club's Constitution, Trustees apply funds at their discretion, making grants where they believe that their contribution will make a real difference. We can only make grants in furtherance of our charitable objects. The Objects of the Club are shown in the Annex to this 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 as follows:

- Subject to exclusions listed in section four of this Grant Making Policy, no restrictions are imposed on the purpose for which a grant may be made, except that routine running costs are not normally considered.
- As there are numerous Lions Clubs in the UK, applications from the Cranleigh area and surrounding districts are generally given a priority. Applications from elsewhere in the counties of Surrey and Sussex will be considered. Trustees will also consider national and international funding requests referred to them by the Lions Clubs District, Multi-District and Lions Clubs International.
- Candidates for support and/or grants are all considered on their own merits, following investigation by the relevant committee. However, given that most of the available funds are raised within the local community, those candidates that are local are given particular consideration. Using the former as a guiding principle, the following are examples of areas adopted for support:
  - Local charities - youth groups, groups working with the elderly, residential and nursing care homes, individual appeals.
  - Youth and children's organisations – local schools, sport related groups or individuals, scouting and guiding, youth club activities, young people undertaking overseas assignments.
  - Community facilities - relief of hardship for individuals and families and community group initiatives.

The above 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:

- Trustees will only apply funds in accordance with the will of the Club as demonstrated by a majority vote of a quorate meeting.
- 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. Exclusions**

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

- medical research projects of international, national or locally based charities
- purposes for which government has a statutory responsibility to provide.

### **5. Grant / Bursary Application Process**

All general applications for welfare grants should be made via the Welfare Chairman or Club Secretary. The Bursary Chairman will receive requests for Bursary grants from organisations that are invited to apply.

The Welfare or Bursary Committee will consider each application which should:

- include the purpose of the application, details of the need/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 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, and in relation to any risk of injury by reason of the project or purpose for which the grant is awarded.

Applicants must understand that 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 Welfare/Bursary Chairman.



To comply with the General Data Protection Regulation, 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 committees deem appropriate. Applicants should ensure that personal data about any other individual is supplied with his/her consent.

## **6. Assessment Process**

The assessment process will be as follows:

- Grant applications will be subject to initial assessment to ensure that they meet the basic criteria for funding. Grants will be considered by the committees at their meetings and agree a recommendation to be put before the Club members.
- A simple majority of members will approve the application. As with other spending decisions of the Club, all grants will be subject to the final approval of Trustees, before payment is made.
- The appropriate Chairman will aim to write to the applicant informing them of the outcome of their application for funding within three months of the date of the application.
- The committee will not be obliged to provide an explanation to the applicant should their application be unsuccessful, however we understand the importance of feedback and will, where appropriate, provide suitable comment to the applicant.
- Applicants should note that we sometimes receive far more applications than we have funds to support. Even if a project fits with the criteria and priorities of the club and a detailed assessment has been made, the committee may still be unable to recommend the grant.

## **7. Emergency Payments**

The Welfare Committee Chairman has discretion to make an immediate decision and approve payments of up to £500 in emergency situations. Full details and an explanation will be made to the Club at the next opportunity.

## **8. Applications from Lions Club Members or their family.**

Any application that benefits a Club member or their family, must first be scrutinised by the Trustees before being put before the Club members.



## **9. 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 has been spent. Trustees or their representative(s) may take the opportunity (where appropriate) to visit the project to deliver a 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.

Applicants are requested to consent to the use of their information and project details for publicity purposes, including on-line, in print and otherwise, in appropriate cases.



## 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.