

1. Purpose

- 1.1. The purpose of this policy is to set out the principles, criteria and processes that govern how the Edward Holt Trust makes grants.
- 1.2. A grant is defined as a financial award the Trust makes from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other bodies.

2. Introduction

- 2.1. The Edward Holt Trust is a registered charity (number 1188344). It has been established for general charitable purposes and operates across Greater Manchester. The Trust key activities are;
 - The maintenance of the flats and a bungalow at Holt House, Dene Road, Manchester, for the benefit of older people and ensuring that, as far as possible, the flats are fully occupied. It is to this purpose that the income of the Trust is primarily applied.
 - The maintenance of Edward Holt House, a property acquired by the Trust for the use of a local charity, The Booths Centre.
 - The maintenance of Edward Holt House (Paddington Close), a property acquired by the Trust for the use of a local charity, Salford Loaves & Fishes.
 - The provision of grants to support charities working with the homeless or alleviating poverty within Greater Manchester
- 2.2. It is governed by a Board of Trustees and the day-to-day running of the charity is delegated to the Secretary to the Trustees.
- 2.3. The trustees ensure proper governance of the Trust'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 Edward Holt trustees.
 - Through published **grant-making criteria** which set out the activities the trustees wish to support in furtherance of the Trust'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 Trust'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 at the Trust.

3. Grant-making principles

- 3.1. The principles which underpin the trustees' governance of the Trust'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 applicants.
- 3.2. The principles are as follows.
- The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with the Trust's charitable purposes.
 - Trustees reserve the right to apply conditions to any grant.
 - Trustees also reserve the right not to approve any recommendation if they determine that the resulting grant would not be charitable, or would conflict with the Trust's stated policies or damage its reputation.

4. Grant-making criteria

- 4.1. The Edward Holt Trust's published guidance on criteria for applications from individuals and groups is set out in Appendix 1 of this policy. The goal is to make grants to a wide range of organisations. The Trustees preference is to support small-to-medium-sized voluntary organisations in the primary area of benefit (Greater Manchester). While not excluding large UK-wide charities, the Trust normally only makes grants to such organisations where there are strong relationships in the primary area of benefit and the proposal has potential to achieve a substantial impact.
- 4.2. The Edward Holt Trust does not make grants to individuals.
- 4.3. As a registered charity, the Trust can only make grants to support activity which is charitable in law. Organisations do not have to be registered charities to apply. All grants made are of a restricted nature and can only be used for the purpose given.
- 4.4. Trustees are mindful of the regulation and focus of Community Interest Companies (CICs) and other non-charity social enterprises. The Edward Holt Trust's approach is to consider helping such organisations, where there is a sound business plan, with the charitable costs of start-up or expansion. The Edward Holt Trust does not normally support CICs and other non-charity social enterprises with the costs of continuing services, which should be financed by the sale of goods and services in line with the governance model they have chosen.
- 4.5. Trustees will consider both one-off grants and multi-year grants¹.

¹ See section 6 - Reporting

4.6. Trustees expect that grants will normally support the following outcomes:

- *Services and activities that work* – helping groups maintain, expand or provide new services, with an emphasis on quality and effectiveness.
- *Provision of premises* - helping groups through the purchase of suitable premises that are then leased back to the group on a peppercorn rent. This will enable the group to become more financially sustainable.

4.7. Applications for support must be made using the Trustees grant application form.

4.8. 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.

4.9. To ensure the Edward Holt Trust'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.

4.10. There is no minimum or maximum grant and each application will be assessed on its own merits.

5. Grant-making processes

5.1. Trustees aim for the Edward Holt Trust's grant-making processes to be transparent and to address the interests of applicants. To this end, all eligible external grant requests go through a three-stage process as follows:

- **Assessment** to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected.
- **Review** of the assessment and recommendation by the Secretary, a Trustee, the Board, or by a person acting with the delegated authority of the Board. Grants not recommended are rejected.
- **Ratification** of the recommendation by the Board or a person/committee acting with its delegated authority.

In addition to responding to external grant requests, the trustees may at their discretion invite or commission proposals, or provide funding in collaboration with others where doing so would meet the Edward Holt Trust's strategy and priorities.

5.2. All grants will be approved by the Trustees.

6. Reporting Requirements

6.1. All awardees must provide regular reports to the Trustees. These will be at least annually. The report must address the purpose of the funds given, progress made towards the objectives of the funding and any risks associated.

6.2. Trustees may wish to visit projects before funding is given or during the duration of the project.

6.3. Where a grant is awarded over multiple years the next tranche of funding will not be released until such a report is received and deemed by the Trustees to be satisfactory.

7. Variations to this policy

7.1. The Board of trustees may vary the terms of this policy from time to time.

Appendix 1: Grant Making Criteria

How do I apply?

All applications must be made in writing to the Secretary to the Trustees. Applications can be in any format but it must make clear the following:

- Use of the funds
- Will the grant be used for new or current activities?
- The costs involved including a full budget
- The beneficiaries of the funds
- The outcomes and impact expected from the funds

Who can apply?

We make grants to a wide range of organisations. Trustees are particularly keen to help small-to-medium-sized voluntary organisations in the primary area of benefit (Greater Manchester). While not excluding large UK-wide charities, the Trust normally only makes grants to such organisations where there are strong relationships in the primary area of benefit and the proposal has potential to achieve a substantial impact.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. All grants made are of a restricted nature.

You must have a governing document (constitution, rules, memorandum and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your group's name with at least two unrelated signatories.

Community Interest Companies (CICs) and other non-charitable social enterprises with a business plan that shows realistic aspirations for non-grant income generation can apply to support the charitable costs of any start-up or expansion. We do not normally support such organisations with the costs of continuing services, which should be financed by the sale of goods and services in line with the governance model they have chosen. When making an application, CICs and non-charitable social enterprises must provide a Community Interest Statement and business plan.

Please note if you have previously had a grant from us we will not consider any new application unless you have sent us all the required grant reports.

We do not make grants to individuals.

Which area do I need to be in to apply?

Our grants are for activities in Greater Manchester only.

What sort of support is available?

Through our grants to groups, we are interested in supporting:

- *Services and activities that work* – helping groups maintain, expand or provide new services, with an emphasis on quality and effectiveness.
- *Provision of premises* - helping groups through the purchase of suitable premises that are then leased back to the group on a peppercorn rent. This will enable the group to become more financially sustainable.

Grants can be towards running costs (including salaries), projects, equipment or capital developments. The work can be new or a one-off initiative.

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?

The Trustees meet three times a year and decisions are taken at those meeting. Once your application has been received you will be informed of the Trustee meeting at which your application will be considered.

Please note the sometimes the Trustees may want to visit your organisation prior to awarding a grant.