GRANT-MAKING POLICY

WEST KINTYRE COMMUNITY FUND

A Single Teir Incorporated Organisation

A registered charity in Scotland (SC050864)

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1. About this policy

1.1 This policy applies to the West Kintyre Community Fund, a charity registered in Scotland [**REGISTERED NUMBER SCO50864]**.

.1.2 The charitable Purposes of the Charity are to The SCIO's purposes are to benefit the communities of West Kintyre Community Council are. The objects are:

1.2.1 The distribution of Community funds from windfarms, and funds from other sources to community groups or organizations within the area of West Kintyre to undertake projects that meet the public benefit criteria agreed by the SCIO and the donor and which fall within the purposes of.

1.2.2 the advancement of community development and sustainability (including rural regeneration)

1.2.3 the advancement of education,

1.2.4 the advancement of arts, heritage, culture or science,

1.2.5 the provision of recreational facilities or the organisation of recreational activities with the object of improving the conditions of life for the persons for whom the facilities or activities are primarily intended.

(a) the advancement of environmental protection or improvement,

(b) the relief of those in need by reason of age, ill-health, disability, financial hardship or another disadvantage,

(c) The SCIO shall promote (but not promote exclusively) its activities and operations to people within the area of West Kintyre Community Council. These people will be the SCIO beneficiaries.

1.2 The Charity is governed by the trustees of the Charity who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Purposes and have ultimate responsibility for all grant-making decisions.

1.3 The intent of this policy is to set out the principles and procedures that guide the Charity Trustees when they are making grants to further the Purposes. It also provides information about the Charity's grant-making process to anyone who is applying to the Charity, or would like to apply to the Charity, for a grant.

1.4 In this policy references to persons who are "connected" with a Charity Trustee mean:

(a) a child, stepchild, grandchild, parent, brothers or sister of a Charity Trustee.

(b) the spouse, unmarried partner or civil partner of a Charity Trustee or of any person falling within paragraph (a) above.

(c) any person who is in a business partnership with a Charity Trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and

(d) any company, business, trust or organisation in which a Charity Trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or

influence.

2 Our funding priorities

2.1 The Charity Trustees are keen to support activities that advance the Purposes in an effective way and will endeavour to fund those projects that show the largest public benefit, including.

(a) The engagement, consultation and production of the Community Local Action Plan (CAP) a.

(b) delivery of projects that are part of community agreed CAP.

(c) other areas that have a priority as agreed by the Charity Trustees' and sponsors the priorities will be identified the Charity's website.

2.2 The Charity Trustees will not normally support:

(a) projects which do not meet the public benefit test as outlined in OSCR's guidance document on these matters.

(b) projects that are to be expected to be undertaken by statutory bodies, such as local Council, Social Work, Police, Schools and Health Service.

(c) Grants sought retrospectively.

2.3 The Charity Trustees will occasionally award grants that fall outside the priorities stated in this policy, provided that they are satisfied that the grant will further the Purposes and is an appropriate use of the Charity's funds. The total annual amount of such grants will never be greater than 5% of the yearly fund revenue.

3 Who can apply for a grant?

3.1 The Charity Trustees welcome proposals that support their funding priorities from organisations and individuals.

3.2 The Charity Trustees will only award grants to organisations and individuals based in the United Kingdom.

3.3 The Charity Trustees will not award grants to an applicant that has:

(a) previously submitted a proposal where the applicant failed the Charity Trustees' due diligence checks and the issues identified at that time have not been addressed, or

(b) The applicant is re-submitting a proposal that has failed for other reasons which have not been addressed.

4 What we will fund

4.1 The Charity Trustees usually make grants of between £2000 and £50,000.

4.2 All grants awarded by the Charity must be used to cover costs that are directly connected to the delivery of the charitable activities that the Charity Trustees have agreed to fund.

4.3 The Charity Trustees will award grants to fund up to 100% of the cost of a proposal which is solely within and focused on the public benefit of West Kintyre. However, the Charity Trustees will:

(a) consider funding part of the cost of a such proposal where the total cost is shared with one or more other funders; and

(b) encourage applicants to seek matched or additional sources of funding for their proposal.

4.4 If a grant covers part of the cost of a proposal, the Charity Trustees may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for (including any loans or other commercial funding).

4.5 For proposals that encompass a wider public benefit than just West Kintyre the Charity Trustees will only award grants where the cost is split amongst other funders. It is at the Charity Trustees' sole decision and discretion what proportion the Charity will fund - applicants are advised to contact the Charity before making an application. Failure to provide proof that the agreed funding has been secured from other funders will automatically cause the application to fail.

5 How to apply for a grant

5.1 Proposals must be made on the form that can be accessed through the Charity's website.

5.2 If the application is made by or on behalf of an organisation, the following must also be provided with the proposal:

(a) a complete, up-to-date copy of the organization's governing document; and

(b) the organization's most recent set of accounts; and

(c) provide evidence of the organization's bank account(s) with the most recent bank statements for each account; and

(d) If the organisation is a UK charity, its registered charity number.

6 How we make decisions about grants

6.1 The Charity Trustees have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Purposes.

6.2 The Charity Trustees will not award funds to projects which in their opinion do not meet the public benefit test.

6.3 The Charity Trustees must declare the nature and extent of any interest, direct or indirect, which could, or could be seen to, prevent them from making a grant decision only in the best interests of the Charity. Situations in which a conflict of interest may arise include where:

(a) a Charity Trustee (or a person connected to them) stands to benefit from a grant from the Charity [(see paragraph 7 (Grants to Charity Trustees or connected persons))]; or

(b) a Charity Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.

Any such conflict of interest must be declared and managed by the Charity Trustees in accordance with the Charity's conflicts of interest policy.

6.4 The Charity Trustees may delegate certain decision-making responsibilities in accordance with the Charity's scheme of delegation. In particular:

(a) the Charity Trustees may appoint a grants sub-committee to review grant proposals and make recommendations to them; and/or

(b) before making a decision to award a grant, the Charity Trustees may ask anyone they consider has relevant expertise or experience to provide them with information and to join in

their discussions, but not to take any part in the final decision.

6.5 In all cases where a recommendation is made to them to award a grant, the Charity Trustees may (in their absolute discretion) refuse to approve that recommendation, particularly if they consider that a grant would not be an effective way to further the Purposes, or would conflict with the Charity's policies or interests.

6.6 The Charity's website will give details on how long the Trustees may take to consider grant proposals and decide if they will award a grant or not.

6.7 The Charity Trustees will inform applicants of their decision in writing.

6.8 If an applicant is awarded a grant, the Charity Trustees will:

(a) set out the key terms of the grant and any conditions that are attached to it in a grant agreement; and

(b) require the applicant to sign and return the grant agreement to indicate that they accept the terms and conditions prior to the funds being transferred to the applicant.

6.9 If the Charity Trustees decide not to award a grant for a proposal the Charity Trustees will, if requested by the applicant, give the applicant such written feedback on the reasons for their decision as they consider appropriate.

6.10 The Charity Trustees' decision whether to award a grant is final.

7 Grants to charity trustees or connected persons.

7.1 Clauses 38 & 39 of the Charity's Constitution allows a Charity Trustee or any person connected to them to receive a benefit from the Charity as a beneficiary of the Charity, provided that; they have declared their interest, they have not voted on the arrangement, will not serve as an employee and are subject to the provisions relating to remuneration for services contained in the Charities and Trustee Investment (Scotland) Act 2005.

7.2 If an application for a grant is made to the Charity by a Charity Trustee, or a person connected to them, the non-conflicted Charity Trustees may therefore consider making the grant in accordance with this policy.

7.3 If a Charity Trustee, or a person connected to them, applies for a grant the conflicted Charity Trustee must:

(a) absent themselves from any discussion of the grant application by the non-conflicted Charity Tr1:1stees; and

(b) have no vote and not be counted as part of the quorum in any decision of the non-conflicted Charity Trustees on the grant as per clauses 50, 53 & 54 of the Constitution.

8 Due diligence

8.1 When the Charity Trustees are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.

8.2 Due diligence may include requesting details of, and taking such steps as the Charity Trustees consider to be reasonable to scrutinize, any of the following:

(a) the applicant's governing documents.

(b) the applicant's status as a charity, including evidence that the applicant has been registered with a charity regulator.

(c) the applicant's latest accounts and financial position.

(d) the identity of the applicant's directors, trustees, executive committee or other key personnel, in particular, to seek to establish whether they are authorised to act in that capacity:

(e) the applicant's governance and operational structures and practices.

(f) the applicant's internal financial controls.

(g) relevant operational policies and procedures that the applicant has in place, for example, in relation to safeguarding children and vulnerable adults, and on equality and diversity.

(h) the applicant's aims and values; and

(i) any external risk factors that might affect the proposal.

8.3 In cases where the applicant will receive support from another funder, or works with a partner, the Charity Trustees may undertake due diligence on that funder or partner.

8.4 The Charity Trustees will keep a written record of any due diligence that they undertake subject to any safeguards required by the relevant legislation and GDPR.

9 Reporting requirements and monitoring

9.1 The Charity Trustees will take steps to monitor the use of the grant and verify that the grant is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the Charity Trustees will always seek to ensure that the arrangements are appropriate and proportionate.

9.2 Arrangements for monitoring use of the grant may include asking the recipient to provide any of the following:

(a) copies of formal records such as receipts, invoices, bank statements and management accounts to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the grant.

(b) regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the grant.

(c) a final written report on completion of the work funded by the grant, showing how funds have been spent, evaluating where the work has been successful and identifying lessons that can be learnt; and

(d) information about any proposed changes to the proposed activities.

9.3 If appropriate, the Charity Trustees may also visit grant-funded activities and interview individuals involved in running those activities.

9.4 Basic monitoring requirements will be set out in the grant agreement. However, the Charity Trustees

may take any additional steps to monitor the use of grant funds that they consider appropriate.

10 Claw back and repayment.

10.1 The Charity Trustees will require repayment of all or any part of the grant if:

(a) the project or purpose for which it was awarded does not proceed.

(b) part of the grant remains unused when the activities that the grant was intended to fund have been completed; or

(c) the grant is used for a purpose other than that which has been agreed.

11 Reviewing and amending this policy

11.1 The performance of the Charity against this policy will be reviewed by the Charity Trustees annually. The Charity Trustees as Charity Members may vary the terms of this policy from time to time.

11.2 Changes to the terms of this policy require a members' resolution that will be valid only if passed by not less than two thirds of those voting on the resolution at a members meeting (see clause 73.3 of the Constitution).

(a) As per clauses 70, 53 & 54 of the Constitution, a Charity Member must not vote at a members' meeting on any resolution which relates to a matter in which they have a private interest or duty which conflicts (or may conflict) with the interests of the SCIO; they must withdraw from the meeting while an item of that nature is being dealt with; and

(b) the conflicted Charity Member will have no vote and not be counted as part of the quorum in any decision of the non-conflicted Charity Members.

THE END