

THE SIR BERNARD & LADY SCHREIER FOUNDATION

GRANT-MAKING POLICY

1. ABOUT THIS POLICY

- 1.1 This policy applies to The Sir Bernard & Lady Schreier Foundation (**Charity**), a charity registered in England and Wales (number 1187179).
- 1.2 The charitable objects of the Charity are for the public benefit for the advancement of health primarily but not exclusively by providing relief and support to people affected by mental illness and for such other exclusively charitable purposes (according to the laws of England and Wales) as the trustees shall from time to time think fit (**Objects**).
- 1.3 The Charity is governed by the trustees of the Charity (**Charity Trustees**) who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects. The Charity Trustees have ultimate responsibility for all grant-making decisions.
- 1.4 The purpose of this policy is to set out the principles and procedures that guide the Charity Trustees when they are making grants to further the Objects. 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.

2. OUR FUNDING PRIORITIES

- 2.1 The Charity Trustees are keen to support activities that advance the Objects in an effective way. However, they recognise that a limited amount of funds is available to distribute each year. The Charity Trustees' current funding priorities are around:
 - (a) empowering young people (including children) affected by mental illness;
 - (b) supporting all those affected by mental illness, including individuals, communities and families;
 - (c) helping other mental health charities prevent mental illness, improve early intervention and promote wellbeing.
- 2.2 The Charity Trustees will not normally support:
 - (a) projects with a political element;
 - (b) sponsorship and general fundraising appeals or circulars;
 - (c) activities undertaken by public bodies or organisations contracted to carry out public services on their behalf; or
 - (d) applications from individuals.
- 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 Objects and is an appropriate use of the Charity's funds.
- 2.4 The Charity Trustees will review the grant-making priorities and principles set out in this policy every few years.

3. WHO CAN APPLY FOR A GRANT

- 3.1 The Charity Trustees welcome proposals that support their funding priorities from a wide range of charitable organisations, although the Charity Trustees are particularly keen to support small or medium sized local and community-based organisations.
- 3.2 The Charity Trustees will usually only award grants to UK based charities.
- 3.3 The Charity Trustees will not usually 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; and/or
 - (b) received a grant from the Charity at any time during the immediately preceding financial year of the Charity.

4. WHAT WE WILL FUND

- 4.1 The Charity Trustees usually make grants of between £500 and £5,000 but each case will be judged on its merits.
- 4.2 All grants awarded by the Charity must be used to cover costs that are directly connected to carrying out the charitable activities that the Charity Trustees have agreed to fund (**Funded Activities**). Unless the applicant is able to demonstrate that the expenditure is essential for, and directly linked to, the Funded Activities, grants must not be used to fund any of the following types of expenditure:
- (a) salary costs;
 - (b) capital expenditure; and
 - (c) contributions to the cost of overheads.
- 4.3 The Charity Trustees will usually award grants to fund up to 50% of the cost of a proposal but in certain circumstances may award grants to fund up to 100% of the cost of a proposal.

5. HOW TO APPLY FOR A GRANT

- 5.1 All grant proposals must be made in writing. Proposals must explain in detail how the grant will be used and put forward a strong case for support. In particular, a proposal must:
- (a) demonstrate how the activities funded by the grant will benefit the intended beneficiaries and advance one or more of the funding priorities;
 - (b) set out how use of the grant will be managed;
 - (c) give details of the key individual(s) who will be responsible for the management of the grant and delivering the proposed activities;
 - (d) provide a budget for the proposed activities;
 - (e) give details of any other funding that has been awarded or that is being sought for the activities to be funded by the grant.
- 5.2 The following should also be provided with the proposal:
- (a) a complete, up-to-date copy of the organisation's governing document;

- (b) evidence of the organisation's charitable status in the UK; and
- (c) the organisation's most recent set of accounts.

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 Objects.
- 6.2 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.
- 6.3 Any such conflict of interest must be declared and managed by the Charity Trustees in accordance with the Charity's constitution.
- 6.4 The Charity Trustees may delegate certain decision-making responsibilities.
- 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.
- 6.6 The Charity Trustees meet quarterly (in April, July, October and January) or more frequently if needed, to consider grant proposals and decide if they will ask applicants to make further proposals/present their proposals and/or award a grant or not. The Charity Trustees will not consider grant applications outside of these meetings.
- 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 set out the key terms of the grant and any conditions that are attached to it in a grant letter and ask the applicant to sign the grant letter to indicate that they accept the terms and conditions.
- 6.9 If the Charity Trustees decide not to award a grant for a proposal the Charity Trustees are not obliged to give the applicant reasons for their decision.
- 6.10 The Charity Trustees' decision whether to award a grant is final.

7. GRANTS TO CHARITY TRUSTEES OR CONNECTED PERSONS

- 7.1 Clause 6.2(a) of the Charity's Constitution authorises a Charity Trustee or any person connected to them to receive a benefit from the Charity as a beneficiary of the Charity, provided that a majority of the Charity Trustees do not benefit in this way.
- 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 the Charity, applies for a grant the conflicted Charity Trustee must:
 - 7.3.1 Absent themselves from any discussion of the grant application by the non-conflicted Charity Trustees; and
 - 7.3.2 Have no vote and not be counted as part of the quorum in any decision of the non-conflicted Charity Trustees on the grant.

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 scrutinise, any of the following:
- (a) the applicant's governing documents;
 - (b) the applicant's status as a charity, including (where it is required to do so) 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;
 - (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.

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 letter. However, the Charity Trustees may take any additional steps to monitor the use of grant funds that they consider appropriate.

10. CLAWBACK AND REPAYMENT

The Charity Trustees may require repayment of 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 This policy will be reviewed by the Charity Trustees at least annually.
- 11.2 The Charity Trustees may vary the terms of this policy from time to time.