

## **GRANT MAKING POLICY**

### **1. The Aim of Didymus**

The Trustees apply funds at their discretion to fulfil Didymus's stated aim:

'To promote social inclusion through the arts and education, with an emphasis on planning for the future, capacity building and supporting specific projects.'

### **2. Priorities for support**

The number of projects which can be supported is limited by the funds available for distribution in any year. Priority will be given to charities which best meet the above aim and in accordance with the Trustees' view of the most effective application of available funds.

### **3. Principles**

In awarding grants, Trustees will apply the following principles:

3.1 Applications from UK-registered charities working in England and Wales are eligible to apply and will be considered on merit alone.

3.2 Applications from previous grant recipients or previously unsuccessful applicants will be considered on their own merits. Though trustees will have regard to the outcome of any previous grant, new applications will in no way receive preferential or adverse consideration.

3.3 Didymus will work in partnership with other organisations where appropriate to fund initiatives beyond the financial scope of a single grant. Trustees reserve the right to request information on other donors.

3.4 Applications are sought from charities seeking a single or multi-year grants of up to £10,000 per annum, for a maximum period of three years.

Trustees strongly encourage applicants whose work falls outside the London area.

### **4. Exclusions**

4.1 Trustees will not normally approve the use of funds for purposes for which the government has a statutory responsibility.

4.2 Trustees will not award grants to individuals or organisations that are not UK registered charities.

4.3 Trustees will not normally support applications from charities with an annual charitable income in excess of £1 million or charities dedicated to issues deemed by the Trustees to be already well funded.

4.4 Trustees will not normally consider applications in excess of £10,000 pa.

4.5 Trustees will not normally consider applications for a period of more than 3 years.

4.6 Trustees will not normally support applications from charities which have an annual charitable income of less than £20,000 per annum.

4.7 Trustees will not normally consider applications from organisations which have not registered two years of accounts, and/or are not in good standing with the UK Charity Commission.

## **5. Grant application process**

### **5.1 Stage 1**

5.1.1 All applications for grants must be made via the Didymus website.

5.1.2 Potential applicants must complete a short, online eligibility quiz to ensure they are eligible for funding. If eligible, applicants should fill in the online application form in conjunction with this grant making policy.

5.1.3 Information required in the initial application:

- Organisation name and contact details
- Purpose and aims of the organisation
- Details of how the project fulfils Didymus's aim
- Geographical location of project or beneficiaries
- A summary of the project, including the reasons for a funding request, a timeline, expected outcomes, monitoring methods and details of how funding will be used
- Total amount requested and for how long
- The organisation's charitable income and assets.

### **5.2 Stage 2**

5.2.1 Applications will be subject to initial assessment to ensure they meet the basic criteria for funding and therefore for consideration at the next Trustees' meeting. Applicants will then be notified by email as to whether or not their application will proceed to be reviewed by the Trustees.

### **5.3 Stage 3**

5.3.1 Applications which meet the basic criteria will be reviewed by the Trustees. Applicants might be contacted at this stage for further information. This may include:

- Further details of the purpose of the project, the way in which the grant will be used, how it will be managed effectively and how it will be monitored;
- The names of those who are to be involved with the project and the identity of the person(s) who will be responsible for the administration of the grant;
- 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;
- Details of previous projects and work conducted by the applicant;
- Evidence that the recipient 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.

5.3.2 Once all further information requested by Trustees has been received, applications will be put forward for consideration at the next Trustees meeting. Meetings generally take place in February, June and October.

5.3.3 Trustees will aim to write to all applicants informing them of the outcome of their application within a month of the Trustee meeting.

#### **5.4 Successful applicants**

5.4.1 Successful applicants will be required to comply with the terms and conditions contained in a letter from Didymus to the grant recipient and agree to be bound by them, including monitoring of mutually agreed targets. Successful applicants must work with the Trustees to co-ordinate grant payments and fulfil audit expectations.

#### **5.5 All applications**

All applicants should note that, as with many other charitable trusts, Didymus always receives far more applications than it has funds to support. Even if a project fits Didymus' criteria and priorities the Trustees may still be unable to provide a grant. Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

### **6. Monitoring and Publication**

6.1 It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated appropriate to the project and progress will be assessed against agreed targets. If the grant is payable in instalments, payment of subsequent instalments will be dependent on satisfactory progress having been demonstrated. Trustees reserve the right to withdraw a grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Trustees will also jeopardise the continuation of support.

6.2 Monitoring visits by representatives of Didymus may be expected during the period of a grant.

6.3 The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the project.

6.4 Following the conclusion of the project or one year from the grant being made (whichever is sooner), the recipient will be expected to submit an audit, detailing fully the results and outcomes from the project. This should be done via the Didymus website using the audit form provided. Grant recipients should inform Didymus of any extenuating circumstances whereby the submission of the audit is delayed, to allow a mutually acceptable date for submission to be agreed. Grants requested over a 2/3 year period are dependent upon the receipt of a satisfactory audit for the previous year.

6.5 Applicants may be asked to supply photos of the project/charitable work supported and will be sent an image permission form to complete to allow Didymus use of the images.

6.6 Any change of use for an awarded grant from that specified in the application must be approved by the Trustees. Where in Trustees' opinion, the grant has not been used for the purposes for which it was given, the grant must be repaid to the charity.



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