Grant Making Policy



**Grant Making Policy**

This grant making policy of Scottish Golf Charity Trust (“SGCT”) lays out our aims and principles in awarding grants and details the checks and due diligence which we will undertake.

SGCT can only fund projects and activities that are exclusively charitable and fall within its charitable objects set out within the Articles of Association of SGCT.

1. **Grant Making Criteria & Priorities**

**Funding Criteria.**SGCT will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues.

* **Charities** - organisations must have a written constitution, with exclusively charitable aims, and be run by a minimum of at least 2 trustees. In making grants, SGCT trustees will comply with OSCR’s guidance, to ensure that it is in SGCT’s best interests, check that any money is used as it is expected it to be and the decision recorded in the minutes. Charities will be permitted to use up to 10% of the amount of grant applied for towards the payment of overheads and running costs of the charity associated with application of the grant’s purpose.
* **Other Organisations** - in the event that SGCT trustees wish to support an organisation e.g. a golf club that isn’t a charity, they are aware of and would comply with OSCR’s guidance on doing so.   In particular, they would ensure that the grant is only to be used to  further SGCT’s purposes, any funding of support costs would be limited to the specified activities, services or outcomes, the grant agreement requires the above be complied with, there is no more than incidental personal benefit and SGCT’s trustees can demonstrate that the decision is in SGCT’s best interests. SGCT will not fund for profit organisations.

Grants will be made based on the funding available to SGCT and solely on merit.

**Priorities.**  The number of good applications is likely to exceed the funding available, so SGCT’s trustees use the following criteria to help them in making decisions on how best to allocate funding.

* Those who demonstrate greatest need in terms of development or financial resources and who have potential to develop
* Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding.
* Any other priorities that the trustees may from time to time decide.
1. **Submission of Grant Applications**

SGCT requires submissions to be made using our application form and these may not be considered if the word count limits are exceeded. However, relevant supporting documents, such as a programme plan, budget, CV or testimonials may be included.

Applications may be sent to us by post or as an e-mail attachment.

**Safeguarding** – if working with children or vulnerable adults, applications are to include details of the procedures used to ensure they are kept safe from harm and how management ensure these are applied consistently.  These must comply with SGCT’s safeguarding policy and legislation, and any regulation specific to the activity.

**Health & Safety at Work (H&SW)** – the organisation has a robust H&SW framework and management oversight, with adequate policies that are consistently applied and training that is undertaken by everyone who needs to and is up-to-date.

**Insurance**- Details of insurances held, with a certified true copy of the insurance policy.

**Applications by Individuals** - for applications for a grant to an individual SGCT trustees may consult with the individual’s coach or Scottish Golf’s performance team.

**Property/Assets Created** - confirmation that any assets, intellectual property or other material of financial value created using the grant awarded will not be disposed of at any point, without confirmation that any proceeds will be used for approved charitable purposes and the prior written permission of the SGCT trustees. In the event this is not forthcoming, the asset is to be disposed of in accordance with the SGCT trustees’ instructions.

1. **Reporting On Grant Awards**

All grantees will be required to provide a report on how their grant was used and the impact this has had.  The content and nature of information to be reported will be appropriate for the size and type of grant awarded.  SGCT will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made.  This learning will be used to inform future decision making and policy to maximise SGCT’s impact.

1. **Charity Grant Management**

**Decision Making Process**

Applications will be evaluated by the Trustees in accordance with a set evaluation criteria. The Trustees will conduct an evaluation of each application using the following scoring mechanism for each criteria.

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| 0 | Nil or incomplete response. Does not meet any of the criteria necessary to meet the standard application requirement. |
| 1 | Insufficient response. Meets some of the standard application criteria. Demonstrates understanding of the application requirement but does not include the detail necessary to demonstrate how that requirement will be met. |
| 2 | Acceptable response. Meets the standard application criteria. Demonstrates an understanding of the application requirement and provides some of the detail necessary to demonstrate how that requirement will be met. |
| 3 | Good response. Meets the standard application criteria. Demonstrates a good understanding of the application requirement with sufficient detail necessary to demonstrate how that requirement will be met. |
| 4 | Strong response. Meets or exceeds the standard application criteria. Demonstrates a thorough understanding of the application requirement with comprehensive detail and context to demonstrate how that requirement will be met. |

All applications will initially be scored independently by Application Evaluation Trustee members. Once independent evaluations are completed and verified, the Trustees will then jointly agree on final cumulative scores for each application.

Applications will then be ranked and those scoring a minimum of 3 will be invited to go through a due diligence process before funding is released

Grants are awarded entirely at the discretion of SGCT Trustees and their decision is final.

**Notification**

All applicants will be notified of the outcome of their bid and successful applicants will have funding made available, once they have signed a grant agreement.

For organisational grants, SGCT have a formal grant agreement.

For small grants and any to individuals, SGCT will advise applicants of their award in writing and include their obligations in receiving it, including

* Confirming receipt;
* The award may only be spent for the purposes for which it was given.
* Any unused portion of the grant is to be returned to SGCT.
* Details of reporting requirements on how the grant was spent and the impact the grant had;
* Any supporting evidence required, such as receipts;
* Any deadlines for providing information detailed above.

**Data Protection**

SGCT is committed to compliance with all relevant data protection legislation, and to ensuring that all personal information provided to us is handled properly. Any information provided on this application will only be used for the purposes of administering, monitoring, and evaluating the SGCT Grant Applications.

We may also share personal information with Scottish Golf for the purposes of making decisions in relation to any SGCT grant applications and for data processing purposes. SGCT has entered into a data sharing and data processing agreement with Scottish Golf.

**Due Diligence**

In making grants to or working with other organisations SGCT will comply with OSCR guidance and by carrying out relevant due diligence and having a written agreement that sets out:

* Our relationship.
* The role of each organisation.
* Monitoring and reporting arrangements.

SGCT will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that:

* Any funding will be applied in accordance with SGCT’s charitable purposes or in the case of an individual solely for the purpose set out in the grant application .
* Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.

**Promotion**

Often those SGCT wish to assist are the least able to be able to research and find SGCT and to make effective applications.  Consequently, it is important to ensure that those SGCT are seeking to reach are made aware and that the application process is kept as simple as possible.

Ways in which people can be made aware include promotion:

* Individual members and golfers
* Via websites, such as funders, local community groups and foundations.
* Social media – either groups relevant to our activity, or local town/village/community groups.
* Posters in golf clubs, sports venues, libraries, doctors’ surgeries and shops.
* Through networks of those who come into contact with potential beneficiaries, including Scottish Golf employees and volunteers, relevant statutory services and charities.

For some groups, SGCT may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.

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