

# **Grant Making Policy**

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## Document Version History

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## 1. PURPOSE

This policy document illustrates the Grant Making Policy Teach Sri Lanka follows to ultimately achieve its charitable mission.

## 2. CHARITABLE PURPOSE AND OBJECTIVE

2.1. The trustees apply the funds of Teach Sri Lanka at their discretion and in accordance with the charitable purposes and objectives of the charity.

2.2. The trustees have appointed a CEO, Treasurer, Compliance Lead and Public Relations Lead to consider the distribution of beneficial grants on its behalf and to make a decision in accordance with the charitable purposes and objectives.

## 3. PRIORITIES FOR SUPPORT

3.1. The number of children that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are:

assisting families or organisations in greatest need of fundraising support.

3.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

## 4. PRINCIPLES APPLIED IN DETERMINING SUPPORT

In awarding grants, the trustees will apply the following principles:

4.1. The trustees will consider any requests or known situations that are eligible for consideration:

- From any geographical area within Sri Lanka.

- From organisations or underprivileged persons who have been deprived of educational opportunities.

4.2. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.

4.3. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

4.4. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

## 5. APPLICANT AND PARTNER DUE DILIGENCE

5.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary.
- That funds are applied in accordance with the charity's charitable purpose.
- That funds are not knowingly used for:
  - Money laundering in accordance with the operative Money Laundering regulations.
  - Terrorist financing in accordance with the Terrorist Act 2000.
  - Bribery in accordance with the 2010 Bribery Act.

5.2. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

5.3. The trustees will adopt a risk rated approach to due diligence. Risk factors will include; the size of the grant; the geographical location in which the grant will be applied; the nature of the relationship between the charity and the applicant.

5.4. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

5.5. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years.

## 6. ADMINISTRATION

6.1. For smaller grants up to £100, requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request.

6.2. For larger grants up to £5,000, trustees should be confident of:

- The purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied.
- The person(s) responsible for the management of the grant and for overseeing the work.

6.3. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments.

6.4. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

6.5. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

## 7. DECISION MAKING

7.1. The decision of the trustees on whether to award a grant is final.

7.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.