

Two Ridings Community Foundation

GRANT MAKING POLICY

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1. Purpose

The purpose of this policy is to set out the principles, criteria and processes that govern how Two Ridings Community Foundation makes grants. It complements the Donor Care Policy which defines the basis on which the Foundation accepts donations into funds. Appendix 4 is a glossary of terms used in this policy.

2. Introduction

2.1 Background

Two Ridings Community Foundation (the Foundation) was established in 2000 as an independent charitable trust. It is a Charitable Incorporated Organisation (number 1166471) with a Board of Trustees.

The Foundation exists to benefit local communities by making grants to support relevant charitable or voluntary organisations, which addresses needs identified by local people, meets unmet needs and particularly reaches those people who are most disadvantaged and isolated. It achieves this by managing charitable funds and distributing grants on behalf of individuals, families, companies, trusts and public agencies (referred to as funds, fund holders, donors as appropriate, for the purpose of this document).

The Foundation offers a professional, flexible service to assist in effective giving. In the first 17 years of grant making, the Foundation distributed grants totalling more than £8m, ranging in size from £100 to £50,000, the average amount being £3,500.

The Foundation's primary area of benefit is the local authority administration areas of York, North Yorkshire, East Riding of Yorkshire and Hull¹ (which we describe as North & East Yorkshire).

The Foundation is a Quality Accredited Community Foundation. Quality Accreditation is a programme run by our membership organisation, UK Community Foundations and is based on a set of eleven key standards. Two Ridings Community Foundation has successfully achieved Quality Accreditation (last awarded October 2017) which demonstrates our adherence to the key standards relating to the work of the community foundation. At the last assessment in 2017 we achieved maximum scores for the following standards: governance and our board, policies and procedures, finance, managing investments, grant making and continuous improvement. The Foundation has relevant policy documents and statements including those in relation to its grant making some of which will be referred to within this policy document.

2.2 The needs of the people of York, North Yorkshire, East Riding of Yorkshire and Hull

There are a number of factors which impact upon the health, wellbeing, achievement and sense of belonging within the communities which make up North & East Yorkshire. Parts of the region have high levels of poor health (physical or mental), high levels of isolation, low levels of educational attainment, and in work poverty. In many districts, pockets of deprivation can exist alongside areas of relative affluence.

In 2015 the Foundation published its first Vital Signs report (for York) and in November 2017 produced our Vital Signs report for the Harrogate District. Over the next two years we will bring together existing statistical data with case studies for the rest of North & East Yorkshire to give an overview of life in our communities, presented in a coherent, easy to read format. The Vital Signs initiative, originated in Canada, is a community philanthropy tool to ensure the Foundation's resources are used to address need, wherever possible. It will also inform discussions with existing and potential donors and applicants for grants. The Foundation will seek to raise awareness of the needs in our region, and the way in which the resources available to it can be used to best effect.

3. The aim of the grant making policy

Our mission is to:

Provide strategic grant-making that meets the needs of local communities, placing us as the charity of choice for philanthropists & funding partners and the primary grant maker for local community and voluntary groups.

This document relates to grant making activity within the Foundation and sets out relevant policy and practice. Our approach to grant making is the main way in which we demonstrate how we achieve our mission and deliver our core values:

¹ It should be noted that the Foundation does have the power to distribute designated funds outside of York, North Yorkshire, East Riding of Yorkshire and Hull at the specific request of a fund holder donor.

- Putting people and communities at the heart of everything we do;
- Being creative and proactive to find the right solutions for donors and communities; and
- Acting with integrity in all we do.

The aim of the grant making policy is to explain our principles behind our approach to grant making and to demonstrate how we apply these principles through our grant making criteria and procedures. In doing so we aim to demonstrate that our policy is robust, transparent and accessible to attract applications from the wide range of Voluntary, Community & Social Enterprise (VCSE) organisations active throughout our region.

To reflect the “new normal” of charitable grant making over 15 years after we were founded, we held a Grants Roundtable in November 2017 where 50 plus stakeholders attended and gave their insights into some key aspects of our grant making policy and practice. This version of our Grants Policy has been revised to reflect the Foundation’s assessment of this feedback. Not all feedback will have been incorporated because at our core we are a Foundation aiming to support local, grassroots charitable activity with limited funds and this inevitably means our policies, criteria and practice have to reflect that.

4. Grant making principles

The Foundation aims to make grants to a wide range of organisations working to meet identified needs in our community, but we are particularly keen to help grassroots community groups and small to medium sized voluntary organisations in the primary area of benefit (North & East Yorkshire).

We wish to see sustainable changes taking place in both our communities and the organisations we work with through the awards and support we give. We will seek to identify need and respond to it, placing a real emphasis on securing positive impact.

As a result, the Foundation will support charitable activity delivered by organisations that want to develop new ideas, continue existing work or address emerging need which:

- Is informed by research, information and consultation, especially where local people are involved;
- Helps respond to needs that are not already being met;
- Reaches those people who are most disadvantaged and isolated, for example due to poverty, disability, age or culture;
- Enables people to take opportunities that would not otherwise be available to them;
- Supports people’s involvement in improving their own community (communities of circumstance and interest as well as geographical communities);
- Promotes fairness and equality.

In addition, we would want to ensure that our support also:

- Enables groups to be more confident in securing further grant funding support for their activity;

- Develops the capacity of local community based organisations and their staff & volunteers;
- Enhances community and voluntary activity and encourages good practice & collaboration.

The Foundation places great emphasis on partnerships. It will work with partners from statutory and non-statutory sectors on a number of levels.

5. Grant making criteria

The Foundation primarily manages open grants programmes, i.e. programmes where applicants complete an online application form which is then submitted to meet a certain deadline. The Foundation will predominantly seek to make grants to a wide number of recipients, maximising the impact of its funds.

However, the diversity of funds under the management of the Foundation continues to develop. When a fund is restricted, i.e. to fund projects in a specific geographic area or for a specific purpose or theme, the Foundation may solicit applications from certain organisations to meet the requirements of the fund. In the event this happens the Foundation will use its networks of VCSE, local infrastructure groups and/or use its own database to identify and target potential applicants and partnerships.

5.1 Foundation priorities for grant making

The Foundation will prioritise applications from organisations that:

- Are grassroots community groups and small/medium sized² voluntary organisations with a local management committee/board of trustees in North & East Yorkshire. We would not normally make grants to larger organisations with an income in excess of £500,000 and a number of our funds would not permit this within their criteria. However, in order to achieve a desired outcome in a specific area, the Foundation may choose to provide funding for larger organisations. The Foundation will only consider applications from regional/national organisations or organisations outside the area of benefit where that organisation has a strong and clear presence within the area of benefit.
- Can evidence that the amount of money offered would make a significant difference, it is unlikely that a grant would be awarded where it forms only a very small part of a larger project.
- Have appropriate safeguarding policies in place if working with young people or vulnerable adults
- Have a written constitution or governing document, a bank account which requires at least two unrelated signatories, a management committee with at least 3 unrelated members and financial accounts.
- Where the criteria of a particular scheme allows, applications may also be accepted from Community Interest Companies (CIC) although these will be subject to additional requirements detailed in Appendix A.
- Where appropriate ask for full cost recovery for project/activity costs.

² We define small/medium using the Charity Commission definition – income less than £500,000. In the UK this comprises 93% of the 168k registered charities.

Please note, where a fund is particularly oversubscribed priority may be given to first time applicants or those applicants that have not received funding from a particular fund for a period of two years. Applicants may apply to any one or more of the Grants programmes run by the Foundation for which they are eligible.

5.2 Foundation exclusions

The Foundation will not support the following types of projects:

- Organisations whose work does not support people living within the administrative areas of York, North Yorkshire, East Riding of Yorkshire and Hull³
- General appeals or sponsorship;
- Work where the main beneficiaries are animals
- Work which has already started or taken place
- Work for the advancement of a religious doctrine; mission, proselytising or promotion of the beliefs of a particular faith. Applications can be accepted from faith based groups provided that the grant benefits the wider community and is open to all regardless of faith and to those of no faith.
- Political promotion including political party activity
- Grant making by other organisations
- Holidays or trips, unless there are very clear community development benefits
- Public bodies to carry out their statutory obligations

5.3 Funding to Individuals

Although the Foundation generally supports VCSE organisations, we do have the discretion to award grants to individuals. The Foundation manages some funds that support individuals where circumstances mean they are in need and finance is a barrier to accessing opportunities. Individual applicants will be required to evidence the likely impact that any award will have on them. The application process may involve a third party verifying that an applicant has met the criteria (including proof of income).

5.4 Equal Opportunities

The Foundation has a separate [Equal Opportunities policy](#) which contains a section relating to grant making activities and is reviewed biannually.

In addition we expect all funded groups to be able to demonstrate a commitment to equal opportunities and may require evidence that the applicant operates in a way that addresses equality and diversity issues. We would expect all funded groups to have their own Equal Opportunities policy either at the time that an application is made or to be developed and finalised during the course of the funding period as a condition of funding.

5.5 Safeguarding Children and Vulnerable Adults

The Foundation recognises that it has a duty to put in place safeguards to protect children and vulnerable adults according to legislation with regard to beneficiaries,

³ It should be noted that the Foundation does have the power to distribute designated funds outside of North & East Yorkshire at the specific request of a fund holder donor.

trustees, staff and volunteers and has a separate [Safeguarding policy](#) which is reviewed annually.

The Foundation is also committed to ensuring that all grant recipients understand and are aware of this duty and must, where relevant, have in place a safeguarding policy. The policy must be in line with current legislation and best practice, and contain procedures for dealing with issues of concern or abuse and be working towards the reduction of risk. A summary of these criteria is at appendix B and will be published on the Foundation's website to guide applicants.

6. Grant making processes

The Foundation's Board of Trustees has full responsibility for the distribution of all funds under its management. It is responsible for setting the framework within which grants are made, and requires assurance that the grants made meet the principles outlined in this policy. The Board delegates authority for grant making to the Grants Committee, which is a sub-committee of the Board with additional independent members.

The Trustees aim is for the Foundation's grant making processes to be transparent and to address the interests of applicants and the wishes of donors and funding partners. All eligible external grant applications go through a process of allocation to fund, assessment, review by a panel, ratification and monitoring. In some instances, especially where the Foundation is managing a statutory sector grant programme, it may be that the fund holder will ask for elements to be added to the process. For example, fund holders or donors may have specific requirements regarding the way in which applicants should be assessed or the information they require at the monitoring stage.

The Foundation consistently receives more applications for funding than it has funds to distribute, and as such our overall funding criteria, specific programme guidelines and assessment of each application against these enables prioritisation of applications within each grants round.

6.1 Application Forms & Guidelines

The Foundation is committed to making all grant application forms accessible to local VCSE groups, regardless of size and fundraising expertise. An online application process will be used where possible although paper applications will be available for those who do not have internet access.

In certain circumstances the Foundation may use an Expression of Interest (EOI) form to solicit interest in a fund. The Foundation's programmes staff would then invite applications from those EOIs which meet the fund criteria.

The application form is designed to gain essential information about the organisation and its eligibility for funding. It requires information regarding the structure of the organisation, the request for funding, how the money will be used, and how a grant will benefit the local community. This is fundamental to the Foundation being able to

assure its Trustees and its fund holders that it can monitor and evaluate the work of the organisations it supports.

Grant schemes will be publicised on the Foundation's website www.tworidingscf.org.uk and e-newsletter, on social networking sites such as Twitter, Facebook and through external networks and VCSE sector support & development organisations

Details of the application process and criteria guidelines will be available on the website and Foundation staff will be available to give advice and guidance on eligibility, criteria and process to applicants by telephone or by email. The Foundation would not ordinarily meet groups face to face to discuss applications other than at funding events.

6.2 Assessment

The aim of the grants assessment is to ensure the applicant organisation meets the eligibility and criteria of the Foundation and to establish and summarise the overall need for their services for consideration by the decision making panel. On receipt of an application the Foundation Programmes team will make the initial assessment for eligibility, including the fit of the charitable project with the criteria of the grants programmes held by the Foundation and the governing document, accounts and other supporting information as required. Although an application may be made to one grants programme, Foundation staff might reallocate the application to another more suitable programme. This is always done in the best interests of the applicant as certain grants programmes are more oversubscribed than others.

The Foundation's programmes team then identify a suitable assessor to undertake a more detailed assessment of the project if we need further information. The Foundation has a number of volunteer assessors from across North & East Yorkshire who assess applications on our behalf. All assessors are trained in the Foundation's grant making policies, criteria and fund guidelines and bring a strong local and/or VCSE perspective. This assessment can be done as a desk top or telephone exercise. In the case of larger or more complex applications a visit may be required.

In assessing an application the assessor will consider such matters as the management of the organisation, whether the application evidences a clear need to be addressed, value for money and the financial sustainability of the organisation. Normally the assessor will contact the applicant by phone to discuss the application, but in certain cases a visit may be required. This contact is, in the Foundation's opinion, a positive step that ensures the applicant can bring to life their application and helps smaller VCSE organisations make their case. An assessment framework is used which allows an assessor to make their judgement of individual applications against a consistent framework.

All externally assessed applications are reviewed by the Foundation's staff to ensure consistency and fairness.

6.3 Decision making

The responsibility for approving a grant rests ultimately with the Foundation's Board of Trustees. However, they may delegate authority to one or more grants panels which

may be its own Grants Committee or an external panel of local representatives as agreed with a funder or to the Foundation's Chief Executive and Programmes Manager. The table at appendix C summarises the delegation of decision making.

Recommendations made by external grants panels will be ratified by the Grants Committee to ensure that the Foundation is meeting its charitable purpose.

Decisions on lower value applications i.e. those up to £3000 may be made by Foundation staff under delegated authority from the Grants Committee. Grants approved in this way will be ratified by the Grants Committee.

In some circumstances it may be necessary for grant awards over £3000 to be agreed by the Chief Executive and Programmes Manager with reference to the Chair of the Grants Committee. This will be used in exceptional circumstances where delay might be detrimental to the planned project & where the project is considered to be a good fit with the aims of the fund, a high priority for funding and it is considered in the interest of the Foundation to expedite a decision.

While the Board of Trustees has sole responsibility for making all grant awards, it is expected that only in very exceptional circumstances would the Board of Trustees reject the recommendation of an external Grants Panel and only where a project is not wholly charitable or is contrary to the aims of the Foundation or the funder

6.4 Terms and Conditions

Funding is awarded to an organisation or individual with Terms and Conditions which must be accepted by the applicant before payment is released. Terms and Conditions are standard across all funds, but the Foundation can make additions including those made at the request of an advisory panel, fund holder or donor. Every organisation in receipt of a grant must, as part of their Terms and Conditions, inform the Foundation immediately of any significant change to their circumstances that might affect their ability to deliver the project as outlined in their application. For example loss of a major contract, departure or changes of senior staff member or chair. Any such change must be reviewed and acknowledged by the Foundation. Where a specific change to the use of a grant is requested by an organisation or an individual applicant, authorisation from the Foundation is required. Failure to notify the Foundation may result in the grant being withdrawn and all funding being returned. Funding for one project cannot be transferred to another project without prior agreement.

6.5 Breach of Terms and Conditions

In the event the Foundation considers an organisation has breached the Terms and Conditions the Foundation reserves the right to request the return of the total grant awarded. No future applications for funding will be accepted from organisations in breach for a minimum of 2 years and then only if the organisation is able to provide evidence of action taken to strengthen management capacity.

Other changes to Terms and Conditions may be implemented by the Foundation at any time. All agreed changes to the Terms and Conditions will be recorded in the Foundation's database.

6.6 Appeals

There is no appeals process for grant awards. If an applicant feels dissatisfied with the outcome they can make a complaint and our [complaints policy](#) provides the detail of how to do this.

6.7 End of Grant Reports

Following the completion of the project the applicant is asked to submit an End of Grant Report detailing spend, use and the benefit of grant made. Applicants are asked to keep all receipts for audit purposes. Where multi-year funding is agreed, an appropriate monitoring framework will be implemented.

Monitoring requirements will always aim to be proportionate to the activity being funded and the size of the award. For example where funding has been for a single capital item, the purchase may be verified through receipts or other documentation and end of year accounts.

The End of Grant report is checked and outcomes/impact measured against the original application.

Failure to submit a satisfactory end of grant report is considered a breach of the Foundation's Terms and Conditions and may affect any future funding.

The Foundation also aims to undertake monitoring visits on a selection of funded projects. Applicants are also requested to complete a short annual survey to assist the Foundation in measuring the impact of its grant making programmes.

6.8 Impact

The Foundation is committed to demonstrating the impact of our grant making. The Foundation carries out the following to demonstrate impact:

1. End of Grant reports from all grant recipients
2. Annual applicant survey
3. Donor/fund holder visits to organisations
4. Regular e-updates
5. Stories and news on website and other social media
6. Press coverage on grants awarded and new funds available
7. Press coverage by grant recipients
8. Case studies published on website and in Annual Review
9. Donor events

It is a condition of any grant award that the organisations receiving the funding publically acknowledges the award. The Foundation would expect its logo to be used to support this and will supply suitable files and guidance.

6.9 Fraud

In the event the Foundation considers that an organisation is fraudulently applying for funds or a grant has been used fraudulently the Foundation will seek to recover the full

grant and any associated costs. We will inform the relevant regulatory authorities, which may include the police, and legal action will be considered.

Appendices

Appendix A – Additional criteria for Community Interest Companies

Appendix B – Grant making criteria

Appendix C – Decision making process and delegations by type of fund

Appendix D – Explanation of Two Ridings Community Foundation terms

Appendix A Additional Criteria for Community Interest Companies

In addition to meeting our general criteria you will need to demonstrate the following if your application for funding is to be considered:

Criteria	Demonstrated by
That there are a minimum of three unrelated directors	Check identity of directors at Companies House and ask for confirmation that the directors are not (a) related through family, marriage, or civil partnership (b) business partners or associates.
The majority of the directors should be unpaid	Check accounts for the previous 12 months
That the organisation has charitable objectives and benefits a community within the objectives of the Foundation	Check CIC 36/37 Public Benefit Statement
The CIC is not limited by shares	Governing document
The CIC has a named body in their asset lock	Governing document
That salaries and benefits paid to directors are reasonable and proportionate to the work that they do and the financial position of the organisation.	Annual accounts and/or annual CIC 34 report, statement of income and expenditure to be provided with accounts.

Items will be checked as part of our due diligence process. We may request further information.

Appendix B Grant making criteria

What is Two Ridings Community Foundation?

Two Ridings Community Foundation raises funds for and makes grants to local charities and community groups across York, North Yorkshire, East Riding of Yorkshire and Hull (North & East Yorkshire). We've raised a total of £8m to support North & East Yorkshire charities since 2000, and given over 3,300 grants to charities and community groups.

Where does the money come from?

We manage nearly 40 funds on behalf of a wide range of donors, both local and national, connecting them to the groups and communities they want to support. Each fund has its own criteria, sometimes addressing a particular theme or area of need, and sometimes a particular part of North or East Yorkshire.

What type of work we fund?

We fund projects and activity where applicants can demonstrate that work will address specific fund criteria. As we hold nearly 40 active funds it is important that you can demonstrate the impact of your work. We also prefer to fund projects where our award makes a significant impact or contribution and as such we would be unlikely to provide a small amount towards a very large project. If you are not sure which fund to apply to please contact the Foundation before starting an application. This can save you time and possible disappointment.

How do I apply?

All applications should generally be made using the Foundation's on-line application process, this is the easiest way to apply and support is available if needed from the Two Ridings office although applications will be available for those who do not have internet access. To request a paper copy of any application form, please contact the office on 01904 929 500.

We produce a monthly e-newsletter with new funds and opening dates etc. Sign up for this to ensure you get the latest Two Ridings news. Details of funds and to sign up to our newsletter is on our website at www.tworidingscf.org.uk

When can I apply?

General applications can be made throughout the year. Our Grants Committee usually meets four times a year to make decisions. Deadlines for these meetings are advertised on our website. Some funds have particular deadlines, application forms and requirements – please see our website for more information about these.

Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small to medium sized voluntary organisations. We do not normally make grants to large, or regional or national charities.

You do not have to be a registered charity to apply, but the work you ask us to support must be charitable.

You must have a governing document (constitution, rules, memorandum and articles of association etc.), a governing body of at least three unrelated individuals and a bank account in your group's name with at least two unrelated signatories.

Community Interest Companies (CICs) and other not for profit organisations. See separate list of requirements we need for any CIC application.

Some funds and programmes may have more specific requirements about the size and type of organisation eligible. When this is the case the fund guidelines will state the criteria you must meet.

Please note if you have previously had a grant from us we will not consider any new application to the same programme unless you have sent us all the required end of grant reports.

What area do I need to be in to apply?

Currently all our funds are for activities in North & East Yorkshire. Some funds only apply to specific geographic parts of the region and again the fund guidelines will make this clear.

What sort of support is available?

Through our grants to groups, we are interested in supporting organisations that want to:

- Develop new ideas,
- Continue existing work or
- Address emerging need

Foundation grants are usually for amounts under £5000. They can be towards projects and we would encourage any application to show the full cost recovery for the organisation's overhead costs of delivering that project within the budget. For more information on how to do this see our [Full Cost Recovery Guidance](#).

You can see more of the sort of work and projects we fund on our website.

We will not fund requests to support:

- General appeals or sponsorship – i.e. a request for a general contribution to a larger project where an identifiable aspect has not been defined
- Work where the main beneficiaries are animals
- Retrospective funding ie work which has already taken place
- Work for the advancement of a religious doctrine; mission, proselytising or promotion of the beliefs of a particular faith. Applications can be accepted from faith based groups provided that the grant benefits the wider community and is open to all regardless of faith and to those of no faith.
- Political promotion including political party activity
- Grant making by other organisations
- Holidays or trips, unless there are very clear community development benefits
- Public bodies to carry out their statutory obligations

Safeguarding

Safeguarding policies that are provided should be seen as a working document appropriate to the size of the organisation and available to all staff and volunteers, the policy should contain the following information as a minimum:-

- Definitions of abuse and signs of abuse

- Staff and volunteers working with children to undergo DBS checks
- Reporting procedure in case of disclosure
- Child Protection Officer name and contact details
- Information relating to staff & volunteer training on safeguarding
- Recruitment procedures include application and interview, references, checking ID, DBS checks, induction
- How often the policy is reviewed
- Vulnerable adult policy – includes description of how abuse is different for adults, with regard to the above

What happens once you receive my application?

We check that you are eligible and have supplied the information we need. The application will then be assessed and presented to the relevant decision making panel for consideration. You may be contacted by an assessor. This is a positive approach which gives you further opportunity to describe the project and address any specific questions.

If you are offered a grant, you will receive payment once you have agreed to our terms and conditions and any outstanding conditions specific to your offer have been met. This may include the request and return of a supporting reference. We would normally take up references at our discretion possibly where a group is new to us and/or the amount awarded is over £5000. If a reference is requested and returned unsupportive of the project/organisation then we reserve the right to withdraw any grant offer.

A follow up end of grant monitoring form is required once you have spent your grant/completed your project. In most cases this is also an online process.

When will I get a decision?

We take up to 12 weeks to make a decision. We will let you know if you have been awarded a grant or not. If we think your application might be suitable for a particular fund but this will take more than 12 weeks we will contact you.

We require you to promote any award

It is a requirement of the grant you have received to include the Foundation's logo. In certain cases specific funds may also require you to include the funder's logo. We will send you the logos in the email confirming your payment.

Please use our logo(s) on your website, any relevant marketing materials – leaflets, posters etc, social media posts relating to the project or grant award, press releases, and at events and on equipment and funded building refurbishments (where possible)

If you use social media to promote your project, follow us on Twitter @TwoRidingsCF or use our #TRCFgrant hash tag in tweets which mention your funding, so we can help celebrate your success. You can also like and tag our Facebook page and we will share your posts and photos.

However you choose to acknowledge your grant, it must be for the lifetime of your project. This will depend on the nature of your grant – if it funds services, it will be for the duration of the services we have funded; if it is for a capital project, it is to be used for as long as that project exists.

Where can I get more help?

If you have any questions about this guidance or our application process, please contact us as grants@tworidingscf.org.uk or by calling us on 01904 929500. We will be happy to help.

Appendix C Decision making process and delegations by type of fund

Type of fund	Grant size	Decision making process	Decision making delegated to
Donor advised fund (a type of named fund where a donor may nominate groups to receive grants)	All	Applications assessed by office grants team/volunteer assessors and presented to the donor for consideration.	Donor to agree recommendations, Grants Committee to ratify decisions.
Funds with an Advisory panel for example community benefit funds	All	Applications assessed by office grants team/volunteer assessors and submitted to the local grants panel to make recommendations on funding	Advisory panel to consider applications and make recommendations to be ratified by Grants Committee.
Discretionary and field of interest funds (funds where the donor has made some requirements re the fund supporting specific fields of interest)	Max £3000	Chief Exec and Programmes Manager to agree grant	Chief Executive
Discretionary and field of interest funds	Over £3000	Applications assessed by office grants team/volunteers and recommendations made to Grants Committee	Grants Committee

Appendix D Explanation of Terms used in this policy

Explanation of Two Ridings Community Foundation terms

- *Assessor*: Mostly volunteer or Foundation staff, occasionally outside professionals might be hired. For grant assessors, they consider such matters as the management of the organisation, whether the application evidences a clear need to be addressed, value for money and the financial sustainability of the organisation.
- *Board of Trustees*: Volunteer role to help shape the Foundation's direction and priorities, and promote the Foundation's work. Ensures that the organisation meets its legal and financial reporting requirements. Includes people from the community with skills or expertise in the following areas: governance, investment management, charitable and/or voluntary sector, fundraising and or events management. Trustees usually meet quarterly.
- *Constitution*: a governing document by a registered charity or community group.
- *Discretionary funds*: a collective term for funds where decision-making is at the Board's discretion but where the donor, partner or trustees have specified a field-of-interest.
- *Donors*: fund holders, individuals giving unrestricted gifts, supporters of appeals, named successors, fund holders on behalf of organisations and appointed advisors of funds.
- *Donor Advised*: a type of named fund where the donor or a fund advisor may nominate groups to receive grants or make recommendations from shortlists prepared by the Foundation in line with their wishes.
- *Donor Agreement*: a document agreed with donor/s who establish named or theme/area funds setting out how the fund will be managed, what activities the Foundation will undertake and how the donor/s will be involved.
- *End of Grant report*: after the completion of a project/grant the applicant is asked to submit a report detailing spend, use and the benefit of grant made. Applicants must keep all receipts for audit purposes. The report is checked and outcomes measured against the original application.
- *Equal Opportunities Policy*: a clear policy of the Foundation's or any other organisation's commitment to equal opportunities, non-discriminatory procedures and practices. It lists all the forms of discrimination covered by the policy, i.e. age, gender, race, religion or belief, sexual orientation, disability or pay rate.
- *Field of Interest*: a type of named fund where the revenue supports a donor's preferred causes, localities or approaches with grant making at the Board's discretion.
- *Grant*: a financial award made by the Foundation from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to social enterprise, not-for-profit companies, or individuals.

- *Grants Committee*: to lead the Foundation strategy for grant-making and its interface with the community; to assess the impact of the grant-making programmes, oversee the overall foundation grant making strategy as well as the management and administration of the Foundation's grant making process and review grant applications, approve grants on behalf of the Board and ratify decisions. The Grants committee is made up of Two Ridings Community Foundation trustees and independent members. The majority of the members of the Committee must be Trustees and no resolution shall be effective unless a majority of those present when it is passed are Trustees. The Committee will normally have between 3 and 6 members.
- *Monitoring visits*: A grant recipient/funded project may be subject to a visit/s to check that grant is being spent accordingly.
- *Grants Panel member*: an individual over the age of 18 who is nominated by fund advisors or through a process managed by the Foundation to be involved in making recommendations on grants from a fund.
- *Restricted fund*: a legal and accounting term describing a fund which the Foundation must use for certain specific purposes defined by the donor.
- *Social Enterprises*: by selling goods and services in the open market, social enterprises reinvest the money they make back into their business or the local community. This allows them to tackle social problems, improve people's life chances, support communities and help the environment.
- *Themed & area funds*: a type of named fund founded and/or supported by gifts from donors who share a common interest.
- *Impact Reporting*: reports on the difference made to our communities by our grant making and other activities, or for groups, reporting on the difference made to their beneficiaries/community as a result of their funded project/ work.
- *Vital Signs*: reports on communities across the UK to uncover the areas that need most help. The Foundation is embarking on a three-year programme of reports on need in Hull, East Riding of Yorkshire, North Yorkshire and York.