

LONDON CITY AIRPORT COMMUNITY FUND
(THE "CHARITY")

GRANT-MAKING POLICY

(as adopted by resolution of the Trustees on Date of Constitution: 26th March 2019)

1. The Objects of the Charity

- 1.1 Under the terms of the Charity's constitution, the Trustees (defined below) apply funds at their discretion to further such exclusively charitable purposes for the benefit of the public according to the laws of England and Wales as the charity trustees in their absolute discretion from time to time determine (the "Object") and the charity trustees shall carry out the Object primarily in London and its surrounding areas.
- 1.2 The Charity is governed by the charity trustees of the Charity (the "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 Object and have ultimate responsibility for all grant-making decisions.
- 1.3 The Trustees seek to support projects, individuals and organisation which benefit the local community for purposes which help further the Object.

2. Priorities for support

- 2.1 The number of projects which can be supported is, of necessity, limited to the amount of total funds available for distribution in any year. The Trustees have determined that the priorities for funding over the next year will be to improve the quality of life in local communities by:
 - building stronger, safer and healthier communities;
 - creating more sustainable and greener communities;
 - raising aspirations of East Londoners;
 - creating pathways into employment

The Trustees may occasionally award grants that fall outside the priorities stated in this policy, provided that they are satisfied that the grant will further the Object and is an appropriate use of the Charity's funds.

- 2.2 The priorities in this policy will be reviewed every three years (or more often if deemed appropriate by the Trustees) and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

3. Principles

- 3.1 In awarding grants, the Trustees will apply the following principles:
 - 3.1.1 Applications from normally only the Local Area¹ are eligible for consideration; Applications for funding for projects outside this area will only be considered if the project closely meets

¹ "Local Area" includes the twelve East London Boroughs of Newham, Tower Hamlets, Greenwich, Bexley, Lewisham, Southwark, Barking & Dagenham, Havering, Redbridge, Waltham Forest, Lambeth and Hackney, as well as Epping Forest District Council. These are defined in the 2009 S106 Agreement.

the funding criteria. When considering applications from outside the Local Area, priority will be given to projects that benefit the communities within the Local Area.

- 3.1.2 In order to distribute the funds evenly and fairly priority will be given to projects with a value of less than £3,000. However, projects in excess of this value may be considered if they offer exceptional community benefit. Priority will be given to projects which include detailed costs and funding from other sources.
- 3.1.3 Applications from membership groups, clubs, societies and sports clubs will be considered on their merits with regards to membership and financial records. Preference will be given to projects which are of benefit to the local community or a substantial section of it and not groups of an exclusive nature.
- 3.1.4 Applications from individuals will be considered on their merits provided the project meets the Fund principles and these principles.
- 3.1.5 A maintenance plan may be required for projects
- 3.1.6 The Charity will not normally support:
 - (a) Grants will not normally be awarded for recurrent expenditure, running costs, salaries and expenses, general repair and maintenance, general sponsorship, office costs, office equipment, administration, general medical costs, uniforms, individual's sports kit, out of school clubs or the purchase of land or buildings.
 - (b) Churches or places of worship are not eligible for funding if they are exclusive to other users on grounds of religion.

4. **Exclusions**

The Trustees will not normally approve the use of the Charity's funds for:

- 4.1 Political parties, commercial organisations or those which are working for profit.
- 4.2 Organisations which have statutory responsibilities such as local authorities, hospitals, surgeries, or clinics, unless it is for a project which is above their core activities and statutory obligations Grants will be awarded to schools in accordance with the Fund priorities.
- 4.3 Projects which have already been carried out and paid for.

5. **Grant application process**

5.1 All applications for grants should be made using an application form which is available from the Charity's secretary or available to download from the Community Fund website (to be completed in conjunction with this policy).

5.2 **Information requirements before awarding a grant**

5.3 **All applicants**

- 5.3.1 Before awarding a grant to an organisation or an individual, the Trustees require that the application should:
 - (a) inform the Trustees of the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
 - (b) The application will express how local residents are involved in the projects.
 - (c) The proposal will express plans to maintain and build upon the achievements of the project.

- (d) inform the Trustees of the names of those who are to be involved with the project/work to be carried out and the identity of the person(s) who will be responsible for the administration of the grant;
- (e) provide 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/work;
- (f) provide contact details of two organisations or individuals prepared to provide a reference on behalf of the grant applicant;
- (g) state that the applicant undertakes to comply with the terms and conditions contained in a letter of grant between the Charity and the grant recipient and agree to be bound by them.

6. **Assessment process**

- 6.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding.
- 6.2 Grants will be considered by the Board of Trustees at their meetings (normally held 4 times a year).
- 6.3 The Trustees have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Object.
- 6.4 The 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. Situations in which a conflict of interest may arise include where:
 - 6.4.1 a Trustee (or a person connected to them) stands to benefit from a grant from the Charity; or
 - 6.4.2 a Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.

Any such conflict of interest must be declared and managed by the Trustees in accordance with the Charity's conflicts of interest policy.
- 6.5 Grant applications must be received at least two weeks in advance of a Board of Trustee meeting to be considered at that meeting. Details of deadline dates may be obtained by contacting the Charity's registered office.
- 6.6 Applicants should note that, as with many other charitable trusts, the Charity may receive more applications than it has funds to support. Even if a project fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still, therefore, be unable to provide a grant.
- 6.7 The Trustees will inform applicants whether their application has been successful within two weeks of the Trustee meeting.
- 6.8 The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

7. **Grants to Trustees or connected persons**

- 7.1 Clause 6.2.1 of the Charity's constitution authorises a Trustee or any person connected to them (as defined in the constitution) to receive a benefit from the Charity as a beneficiary of the Charity, provided that the benefit is available generally to the beneficiaries of the CIO.
- 7.2 If an application for a grant is made to the Charity by a Trustee, or a person connected to them, the non-conflicted Trustees may therefore consider making the grant in accordance with this policy.

7.3 If a Trustee, or a person connected to them, applies for a grant the conflicted Trustee must follow the relevant procedures set out in the Charity's constitution and adhere to the Charity's conflicts of interest policy.

8. **Due Diligence**

8.1 When the 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 Trustees' assessment of any risks associated with the proposal or the applicant and will include a safeguarding assessment.

9. **Monitoring and Publication**

9.1 It is the policy of the Trustees to monitor all grants made.

9.2 Before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones.

9.3 If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and the Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports.

9.4 The Trustees may require repayment of all or any part of the grant if:

9.4.1 the project or purpose for which it was awarded does not proceed;

9.4.2 part of the grant remains unused when the activities that the grant was intended to fund have been completed; or

9.4.3 the grant is used for a purpose other than that which has been agreed.

9.5 Failure to submit reports at the time specified by the Trustees will jeopardise the continuation of the Charity's support.

9.6 In addition to reports detailing progress, grant recipients will be expected to provide:

9.6.1 a statement of how the grant has been spent for the year;

9.6.2 details (where appropriate) of any other funds applied to the same project.

9.7 Monitoring visits by representatives of the Charity may be expected during the period of a grant.

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

9.9 Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within 3 months of the end of the grant, detailing fully the results and outputs from the project. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.

9.10 The Trustees may require the grant recipient to publicise the Charity in any of its publications relating to the project/work funded by the grant in the manner stipulated by the Trustees at the time of making the grant.