

Grant Making Policy

Imagination Trust

“ENCOURAGE CHILDREN IN CARE AND CARE LEAVERS TO FOLLOW THEIR PASSIONS AND EXPLORE THEIR INTERESTS”

1. The Charitable Purpose and Objects of Live Unlimited (“the Charity”)

Under the terms of the Trust Deed, the purpose and objects of the Charity are:

To advance in life and help the young people who are, or have been, in the London Borough of Barnet Care through;

- The provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life (“Objective 1”)
- Providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals (“Objective 2”) and;
- Supporting and promoting improvement in education achievement (“Objective 3”)

2. Priorities for support

The number of activities or projects which can be supported by the Charity is, of necessity, limited to the amount of funds available for distribution in any year.

3. Principles

In awarding grants from the Imagination Trust, the Trustees will apply the following principles:

3.1 The Grants Manager will consider applications that are eligible for consideration:

- From care leavers, looked after children and young people up to the age of 25 who are in the care of the London Borough of Barnet
- Applications must be made by individuals, not organisations;

3.2 All grant applications made to the Imagination Trust from previous recipients or from previously unsuccessful applicants will be considered on their own merits. Although the Trustees will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.

3.3 The Grants Manager will carry out due diligence to ensure that the applications meets both the charitable purposes and the priorities set out in this policy.

3.4 The Charity will not, for save in exceptional circumstances make individual awards for sums in excess of £250. In such circumstance consideration of the application and the decision whether to award the Grant will be made solely by the Trustees.

3.5 The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

4. Exclusions

4.1 The Charity will not enter into commitments to provide long term or maintenance funding, and in most circumstance only one grant will be paid to an applicant in any calendar year. In exceptional circumstance or

where deemed appropriate the Trustees retain the discretion to accept and consider more than one grant applications from the same individual.

4.2 The Trustees will not approve the use of the Charity's funds for;

- Daily living costs
- Debt/debt management
- Rent arrears/deposits
- White goods or furniture, fixtures/fittings, carpets, renovations/building works
- Reimbursements of funds already paid out
- Purposes for which the Local Authority has a statutory responsibility to provide
- Any other purpose deemed by the Trustees not in keeping with the Charity's objects.

4.3 Applications for funding that fall outside the criteria set out in this policy will where appropriate, be sign posted towards a more relevant organisation/charity that may be able to provide the required support.

5. Grant application process

All applications for grants should be completed in conjunction with this policy. They must be made by

- (i) the online application form on the Charity's website [www.liveunlimited.org.uk]
- (ii) scanned and returned to the email address provided at the bottom of the form or
- (iii) sending a hard copy of the application form (which can be downloaded on the website) to Live Unlimited, Grants Manager, North London Business Park, Oakleigh Road South, London N11 1NP

6. Information requirements before awarding a grant from the Imagination Trust

Before awarding a grant to any individual, the Grants Manager requires that the application should;

6.1 Inform the Grants Manager of the purpose of the application and the way in which the grant will be used;

6.2 Inform the Grants Manager of the names and full contact details of the applicant and the persons submitting the application e.g Foster Parent, Guardian, Carer, Social Worker, Social Care Team Manager, Virtual School Case Worker, Advocate, Independent Visitor or Personal Adviser

6.3 Provide adequate information regarding the identity of the applicant and the persons submitting the application e.g Foster Parent, Guardian, Carer, Social Worker, Social Care Team Manager, Virtual School Case Worker, Advocate, Independent Visitor or Personal Adviser

6.4 If the applicant is over the age of eighteen years, the application should be signed and verified by the applicant and the person supporting the application to confirm that all information provided is correct.

6.5 If the applicant is under the age of eighteen years, the application should be signed and verified by the person submitting the application on their behalf to confirm that all information provided is correct.

7. Assessment and Administration process

7.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Grants Manager may reasonably require in order to assist them in their decision-making process.

7.2 Grants will be considered by the Grants Manager who will aim to write to all applicants informing them of the outcome of their application for funding within four weeks of receipt of a complete application

7.3 Applicants should note that, as with many other charitable trusts, Live Unlimited may receive far more applications than it has funds to support. Even if an application fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.

7.4 With the agreement of the Charity and the grants recipient, grants will be provided by means of vouchers, an electronic banking transfer or a cheque to relevant third party on behalf of the individual.

PLEASE NOTE: (i) Funding will not be paid directly to the individual and (ii) Grants awarded will not be made in the form of cash.

7.5 The Charity's normal payment authorisation process will be applied to any payments.

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

- the specified activity or purpose for which it was awarded does not proceed;
- part of the grant remains unused when the specified activity or purpose that the grant was intended to fund have been completed; or
- the grant is used for an activity or purpose other than that which has been agreed.

8. Decision making

8.1 The decision of the Trustees and Grants Manager on whether to award a grant is final.

8.2 Where possible the Trustees or Grants Manager will try and provide an explanation to applicants on why their application has not been successful.

9. Monitoring and Publication

9.1 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 application and progress may be assessed against agreed targets and/or milestones.

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

9.3 Failure to submit reports at the time specified by the Trustees may also jeopardise the continuation of the Charity's support. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.

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

10. ANNUAL REVIEW AND QUALITY ASSURANCE

10.1 To ensure the Grant Making Policy remains fit for purpose, the organisation should undertake an annual review and refresh, where relevant. Any changes should be approved by the Board of Trustees.

10.2 The next review of this policy is due February 2019

Approved: February 2018
Review due: February 2019