

## Cambridgeshire Community Foundation

Policy Number	Name of Policy	Owned by
CCF/GCI/001	Grant Making	Grants & Community Impact Committee

Review Date	Reviewed by	Frequency of Review	Next Review Date
January 2024	G&CI Committee	Annual	January 2025

### 1.0 Introduction

- 1.1 The Cambridgeshire Community Foundation (CCF) is committed to enhancing the quality of life for local people by 'improving lives' and 'improving communities'. Through its grant-making, CCF promotes and supports *charitable purposes* for the *public benefit*<sup>1</sup> of the communities in Cambridgeshire and its immediate neighbourhood.
- 1.2 CCF manages a range of funds on behalf of individuals, corporate donors and public bodies in Cambridgeshire. Grants are awarded from these funds to charitable projects according to specific criteria. Grants awarded can be made up of contributions from one or more of the funds held. The maximum award from a particular fund depends on the terms of the fund and on CCF's current strategic aims <https://www.cambscf.org.uk/our-mission>
- 1.3 Whilst most funding is awarded to community-focused, not-for-profit organisations, grants may also be awarded to individuals where these meet the Public Benefit Test and other stated criteria.
- 1.4 Grants will always have a specific and well-defined purpose and an agreed timescale for their use.
- 1.5 Grant applicants will be required to include in their application evidence of due diligence and compliance with relevant legislation. This will usually include governing documents, policies relating to equality and safeguarding, and financial statements.
- 1.6 Successful grant applicants (recipients of grant funding) will be asked to undertake monitoring and evaluation of the project. The level of monitoring and evaluation will be proportionate to the size of the award and will contribute to CCF's quality assurance process and strategic planning.
- 1.7 Full details of current funds, the application process and grant-making criteria are published on the CCF website: <https://www.cambscf.org.uk>. These include the activities which are encouraged and those which will not be supported, often because they are not aligned with CCF's charitable objectives. The trustees accept that grants will

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<sup>1</sup> Guidance on what constitutes 'Charitable Purposes' and 'Public Benefit' is provided by the Charity Commission: <https://www.gov.uk/government/collections/charitable-purposes-and-public-benefit>

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occasionally be awarded that are outside published criteria, but that in all such cases the activity supported will be charitable in law.

### 2.0 Strategy and Decision Making

2.1 **The Board of trustees** has ultimate collective responsibility for all grant-making in line with CCF's charitable purposes, its strategic objectives and any restrictions agreed with donors and funding partners.

2.2 **The Grants and Community Impact Committee**, comprising trustees, volunteers and staff members, has delegated responsibility for inputting into, recommending and reviewing grant making strategy, priorities and impact. It takes decisions and provides recommendations and assurances to the Board on matters covered by its role and responsibilities, including in relation to:

- **Ensuring CCF's Grant-making is Meeting Local Needs**

Keeping abreast of current and emerging needs in the area of benefit, the funding environment and other issues relevant to the foundation's interface with the community; including through 'Vital Signs' which uses a combination of existing research and surveys to provide a full picture of social trends and key community needs.

- **Ensuring the delivery of Grant-making Strategy**

Inputting into the grant-making strategy and targets developed by the Board based on assessment of local needs and in line with CCF strategy and Public Benefit Test.

### 2.3 Grants Panels

In order to ensure a rigorous and transparent decision-making process, CCF uses grant review panels to assess grant applications following initial scrutiny and due diligence checks by staff members. The panel membership will depend on the nature of the application and the relevant fund but will usually include one or more trustees, and may also include donor representatives, staff members and volunteers. Each grant panel draws up its own Terms of Reference (ToR) which are agreed and regularly reviewed by the panel members. The ToR describe the purpose, scope and authority of the panel; include details of membership and available budget/resources; and make clear the panel's meeting and reporting arrangements.

### 3.0 Complaints

Complaints regarding the grants application or decision-making process should be submitted to CCF in writing in accordance with its Complaints Policy: <https://www.cambscf.org.uk/policies>

Grant applicants can complain if they believe that:

- maladministration has taken place. For example, if we have delayed, made mistakes in, or failed to follow the procedures in our application process
- we have failed to give an applicant access to information or have given incorrect advice or information
- we have not treated an applicant politely
- we have discriminated against an applicant or not treated an applicant fairly

If the complaint is concerning a funding application, we can only review the application again if:

- we discover that we did not follow the published procedures for assessing the application
- the applicant can show that we have misunderstood a significant part of the application
- the applicant can show that we did not take notice of relevant information.

What an applicant cannot complain about

A rejected application. An applicant may be disappointed if we turn down their application for funding, but they cannot use the complaints procedure to appeal against the decision on giving a grant if we have followed our decision making process correctly

Complaints should be submitted to CCF in line with the steps outlined in the Complaints Policy <https://www.cambscf.org.uk/policies>