



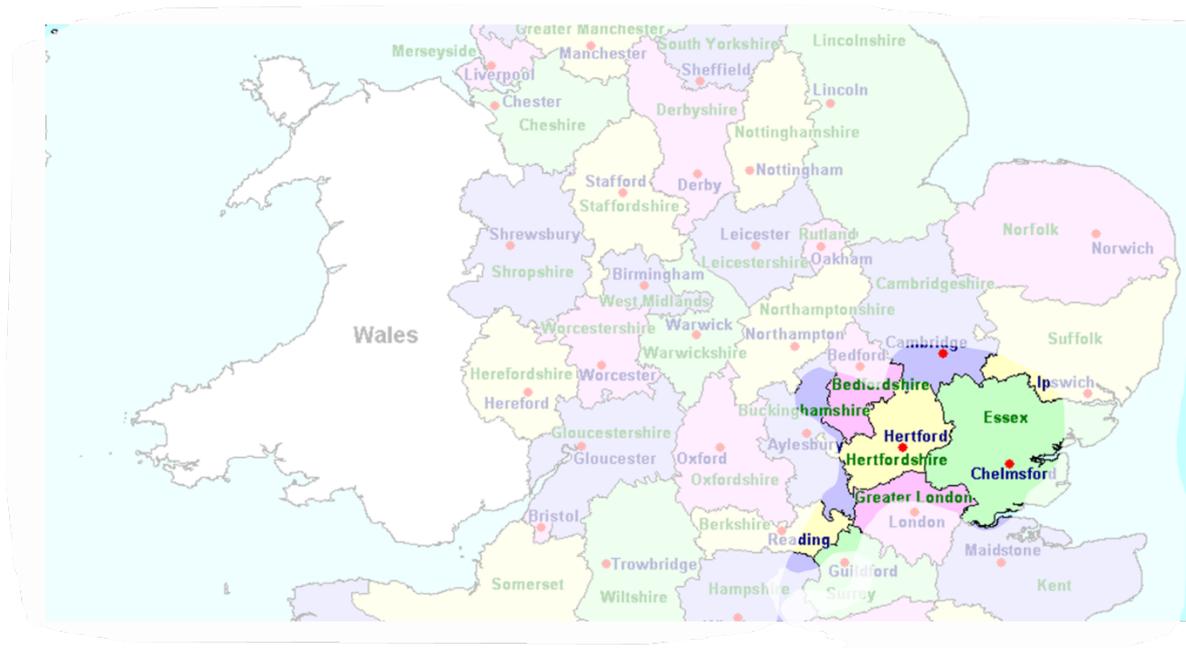
The Mac Hart Trust Grant Making Process

Abstract

This paper sets out how the board of trustees from time to time (the “Trustees”) of the Macs Hart Trust (the “Charity”) makes charitable grants (a cash donation from the Charity’s funds to support charitable causes). This paper should be read in conjunction with the Donation and Nomination Assessment Policy, which defines the basis on which the Charity accepts donations.

Introduction

The Macs Hart Trust is a registered charity (number 1172802) benefiting charitable causes particularly, though not exclusively, focused within area highlighted on the map below.



The Charity is governed by Trustees who ensure proper governance of the Charity’s grant-making by having clear principles and transparent grant making selection criteria and process.

Grant-making principles

Where funds have been donated to the Charity on an unrestricted basis with no destination charity nominated the Trustees have the sole grant making discretion in accordance with this process.

Where funds have been offered by individual or groups of donors (the “Donors”) to the Charity with elements of restriction on their use (for example, with a nomination of a destination charity) the Trustees will consider

the restrictions before accepting the funds. If such funds are accepted, Donors only have the ability to make grant recommendations and cannot award grants. Decisions are ultimately made by the Trustees even where there is Donor involvement. The Donation and Nomination Assessment Policy confirms that funds given by donors are the Charity's asset, albeit with elements of restriction.

Trustee also have sole discretion whether to offer to 'top-up' or 'enhance top-up' the proposed funds and will ideally indicate their acceptance or otherwise before accepting any funds. Donors of funds offered and accepted on the basis of an agreed topping-up will be advised if that topping up is no longer available at time of grant (for example due to an unforeseen shortfall in available unrestricted funds) and such funds may be returned to the donors at their request.

The principles which underpin the Trustees' governance of the Charity's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and understanding the needs of both applicants and Donors.

The grant making principles are:

- The Trustees have ultimate collective responsibility for all grant-making decisions in line with the Charity's charitable purposes and any restrictions agreed with donors;
- Trustees reserve the right to apply conditions to any grant;
- pursuant to the Donation and Nomination Assessment Policy the Trustees also reserve the right not to accept donations subject Donor nominations; and
- If the Trustee are unable to accept an initial nomination from a Donor they will seek further discussion but shall not accept any restricted funds until discussion are concluded to mutual satisfaction. Any funds banked will be returned to the Donor.

Grant-making selection criteria

The Charity's criteria for applications from individuals and groups is set out in Annex A. The goal is to support a number of organisations rather than one or two dominant ones. Trustees are particularly keen to help charities operating and providing benefit in the identified mapped area above. Larger UK-wide charities may be considered but only where there is a strong relationship with this area and potential to achieve a substantial impact within it.

The Macs Hart Trust can only make grants to support activity which is charitable in law. In the main grants will be made to UK registered charities and, if applicable, grants to other types of organisation will always be restricted for a specific charitable purpose.

Trustees expect that grants will normally support one or both of the following outcomes:

- Activities that work – helping groups maintain, expand or provide new charitable activities, with an emphasis on quality and effectiveness; and
- Organisational development (rather than the costs of activities) and strengthening civil society;

The Trustees will not normally support activities or organisation development which are for:

- Public bodies to carry out their statutory obligations;
- Activities which have already taken place;
- Grant-making by other organisations; or
- Privately owned and profit-distributing companies or limited partnerships.

To ensure the effective use of granted funds and improve accountability to Donors the Trustees will normally specify a number of measurable objective agreed before the grant of funds and may also specify the extent that the grantee account in writing for funds received.

External applications for support must be made in writing to:

The Trustees
 The Macs Hart Trust
 26 Old Cross
 Hertford
 SG14 1RD

Grant-making processes

Trustees aim for the Charity's grant-making processes to be transparent and to address the interests of applicants and the wishes of Donors. To this end, all eligible external grant requests go through a three-stage process as follows:

- Allocation - to available funds (both restricted and unrestricted) according to their availability and criteria. Requests that cannot be allocated to available funds are rejected;
- Assessment - to determine whether the request should be shortlisted for support. Requests that have been allocated to restricted funds will, subject to the discretion of Trustees, be accepted. Requests not shortlisted for unrestricted funds are rejected; and
- Approval - by the Trustees.

The Trustees will determine certain donations are granted quarterly or annually taking into account the opportunity for consolidation to assist with the seeking greater levels of charitable outcomes and accountability from the destination charity. Annual grant making is most likely to apply where a corporate entity has a 'chosen destination charity' which results in the company, its staff and its customers donating restricted fund throughout a year.

Variations to this policy

The Trustees may vary the terms of this policy from time to time.

Version 1 approved by the Trustee on 9th October 2018

ANNEX 1: GRANT-MAKING CRITERIA

How do I apply?

All applications must be made using the application form at Annex 2.

Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help locally focused charities. We do not normally make grants to large UK-wide charities, but we might do so where there are strong relationships in our area and the proposal has potential to achieve a substantial impact.

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.

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

The Trustees will not normally support activities or organisation development which are for:

- public bodies to carry out their statutory obligations;
- activities which have already taken place;
- grant-making by other organisations; or
- privately owned and profit-distributing companies or limited partnerships.

What sort of support is available?

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

- Activities that work – helping groups maintain, expand or provide new charitable activities, with an emphasis on quality and effectiveness; and
- Organisational development (rather than the costs of activities) and strengthening civil society.

Where funds have been accepted from Donors with your charity as the nominated destination charity, subject to the ultimate discretion of the Trustees your request for a grant will be accepted. The amount of the grant will relate to the amount raised by the donors. Where more than one Donor group has nominated your charity or where there will be more than one fund raising event, funds raised will be consolidated and, at the Trustees discretion, will be granted on a quarterly or annual basis.

Where there are no restricted funds which can be allocated to your grant request you may apply for unrestricted funds. For charities relying on grants of unrestricted funds grants are usually for amounts under £250.

You may also apply to have your charity listed on the Macs Hart Website with a short summary of charitable objectives to encourage future nomination.

When will I get a decision?

We take up to twelve 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 twelve weeks we will contact you.

ANNEX 2: GRANT APPLICATION FORM



Summary Grant Application Form

1	Name of your charity	Charity Number
	Your name	
	Email address	
	Are you aware of a Donor seeking to raise funds for your charity via Macs Hart? Y N <i>If Yes please complete Section 2 below.</i> <i>If No please go to Section 3.</i>	
2	You are seeking a grant for restricted funds. Please provide the following:	
	Name of Donor entity	
	Contact at Donor entity	
3	You are seeking a grant for unrestricted funds. Please attach the following:	
	Letter summarising charitable outcomes requiring funding	
	Constitutional documents and any other relevant governance documentation	
	Max 100 word summary and link to website if seeking listing on Macs Hart website.	

Trustee use only

Allocated to available restricted funds

Assessed and shortlisted for available unrestricted funds

Trustee decision

Communication

Publication of charity summary on Macs Hart website