



SOLIDARITEE

Grant Making Policy For SolidariTee (“the Charity”)

Date of policy: 2nd February 2020

1. Charitable purposes and objectives

- 1.1 The trustees will apply the funds of the charity at their discretion in accordance with the charitable purposes and objects of the charity.
- 1.2 The final decision whether to award a grant will be made by the trustees in accordance with this policy.

2. Priorities for support

- 2.1 The number and value of grants that can be made by the charity will, by necessity, be limited to the amount of funds available for distribution in any year.
- 2.2 The trustees have decided that the *current* priorities for funding will be:
 - NGOs and/or charities working to provide legal aid for refugees and vulnerable peoples.
 - For the purposes of this Grant Making Policy, legal aid is defined as the provision of advocacy, advice, or representation in legal or bureaucratic matters as a result of an individual’s displacement from their country of origin.
 - When reviewing applications, consideration will be given to the potential that SolidariTee’s money has to support their growth and/or their ability to establish themselves as a sustainable presence in the future. Therefore grants will be prioritised to NGOs and/or charities (or their volunteers) which have either been founded within the past five years or are opening a new project and who place focus on creating a sustainable model of operation.
 - Legal aid NGOs and/or charities operating in emergency environments will be prioritised above legal aid NGOs and/or charities operating in a country with a consistent access to legal aid.
 - Please note that we currently only accept applications from NGOs and/or organisations, and not individuals looking to volunteer as part of an existing organisation.

These priorities are listed in no particular order and equal priority will be given to applications within these categories.



2.3 The trustees have outlined the following guidance for applications:

- Applications from those looking to found a new organisation through SolidariTee funds are welcome.
- Applications should detail the measures to be put in place which will ensure that all volunteers and paid members of the organisation are suitably qualified and capable of achieving the aims outlined by the organisation.
- Applications should give consideration to the safeguarding of their beneficiaries.
- Applications should detail the relevant training mechanisms for their staff members and volunteers, as well as their country-specific knowledge in their proposed region of operation. The rationale for the deployment of foreign staff members and/or volunteers, as opposed to local team members, should be provided.
- Applications should demonstrate understanding and awareness of the issues surrounding 'voluntourism' and should promote responsible forms of volunteering and fieldwork.
- Applications should include a safeguarding policy which demonstrates that their team are provided with pastoral and professional support to protect the physical and mental health of those working within the organisation.
- Applicants should detail their mechanisms of data collection and their ability to measure their impact, which incorporates feedback from beneficiaries.

2.4 The priorities and guidance in this policy will be reviewed every year by the trustees (or more often if deemed appropriate by the trustees). Priorities will be changed in accordance with the trustees' view of the most effective application of funds available at any point in time.

2.5 Any change made to these priorities must continue to reflect the charitable purposes and objectives of the charity.



3. Principles applied in determining support

In awarding grants the trustees will apply the following principles:

- 3.1 Applications for funding which the trustees deem to fall outside of the charitable purposes and objects of the charity will not be eligible.
- 3.2 Applications from previous recipients of grants or from previously unsuccessful applications will be considered on their own merits. Although the trustees will have regard to the outcome of a previous application, any new application will in no way receive preferential or adverse consideration.
- 3.3 The charity will not normally make grants to charities:
 - with an annual income in excess of £250,000.
 - which the trustees deem to be dedicated to causes which are already well funded locally, nationally or internationally.
- 3.4 Grants of above £100,000 will not be offered, and will rarely exceed £60,000.
- 3.5 The trustees will consider awarding grants in conjunction with other grant making bodies where the funding required is beyond the scope of any single grant making body.
- 3.6 Grant funding will usually either be given as a one-off payment or as instalments within the same financial year of the charity. Exceptionally, the trustees may commit to funding for more than one financial year. Offering a grant in one financial year does not guarantee any future financial support.

4. Due diligence

- 4.1 The trustees will carry out due diligence checks on applications to ensure:
 - The identity of the applicant;
 - That the application is for funding purposes which fall within the charitable purposes and objects of the charity;
 - That any grant funding will not be used for illegal purposes within the meaning of the laws of England and Wales or within the country of operations for the grant recipient.
- 4.2 In cases where the application is for joint funding, the trustees may extend due diligence checks to include other funding bodies or third parties.



4.3 The trustees will take a risk-based approach to due diligence checks based on the following factors:

- The size of the grant;
- The country of residence of the proposed recipient;
- The geographical destination of the grant money;
- The nature of the relationship between the charity and the applicant; and
- Whether the charity has previously granted funding to the applicant.

4.4 Further due diligence checks will be undertaken if the circumstances of the applicant or recipient change, or at the start of the next financial year where grant funding has been agreed over more than one financial year.

5. Grant application process

5.1 All applications for grant funding should be made in the first instance to boardoftrustees@solidaritee.org.uk and clearly marked for the attention of the trustees.

5.2 Applications for grant funding should contain the following information:

- The amount applied for and the reason for the application;
- What the grant monies will be used for and where;
- The full name and address of the grant recipient;
- Whether the grant monies (if approved) will fully fund the item, project or service for which the application is made;
- Whether the applicant has applied for funding for the same item, project or service from any other grant making body;
- Details of the person or persons responsible for the management of the grant monies and for overseeing its application;
- Details of the procedures that are in place to ensure that the grant monies will be used in accordance with the purpose for which it is awarded;
- Confirmation that the recipient of the grant has the correct and appropriate insurance and policies in place in relation to any equipment purchased with the grant or any services funded by the grant.

For further guidance please see point 2.3.

5.3 Applications are typically submitted in the form of a logical matrix, budget, and context of the action, however alternate forms of submission are accepted. No bias will be shown towards alternate forms of submission.

5.4 All applications must contain a declaration stating that the applicant undertakes to comply with the terms and conditions of the grant, including any specific terms or conditions made by the trustees, communicated in writing to the applicant.



5.5 Before a grant is confirmed terms and conditions which are appropriate to the nature of the grant will be communicated in writing to the applicant. In relevant cases, the trustees will agree and set targets and/or milestones with the applicant.

5.6 Acceptance of a cheque or other transfer of funds from the charity to the applicant will be deemed to be an acceptance of the terms and conditions of the trustees as communicated to the applicant in writing.

6. Assessment process

6.1 All applications will be subject to an assessment by the trustees to ensure they meet the criteria for grant funding in accordance with this policy.

6.2 The trustees will consider all applications that meet the grant funding criteria at a trustee meeting.

6.3 The trustees aim to provide all applicants with written confirmation of the outcome of the application within three months of the date of the application.

6.4 If the charity receives more applications than it is able to fund, the trustees will decide which applications to support based on criteria set by the trustees at a trustee meeting.

6.5 The trustees will give a brief explanation to the applicant of the reasons for an application being unsuccessful.

6.6 In all cases the trustees' decision is final. Unsuccessful applicants may re-apply for funding for the same item, project or service in the following financial year. No bias will be shown towards applications which have been unsuccessful in previous attempts.

7. Monitoring of grant funding

7.1 The trustees will monitor all grants made by the charity.

7.2 Grants may be offered in installments, especially where the grant offered is above £20,000.

7.3 If the grant is payable by installments, the payment of subsequent grant installments will be dependent on satisfactory progress having been demonstrated (usually in the form of written progress reports) against agreed targets and/or milestones. The trustees reserve the right to withdraw future funding if they consider that satisfactory progress is not being made.

7.4 The trustees reserve the right to conduct an inspection visit to see how grant monies are being used.

7.5 The trustees expect to be supplied with a copy of any published articles, papers or other outputs resulting from grant funding from the charity.



- 7.6 The trustees expect that the recipient of the grant support the charity's social media and media efforts.
- 7.7 All grant recipients will be expected to submit quarterly reports as well as a written report no later than three months following the payment or final payment instalment being made. The report should detail fully how grant monies have been used. The grant recipient should notify the trustees if there are extenuating circumstances that mean the report cannot be submitted within this time scale. In such cases, the trustees will agree a new deadline for the recipient to submit the report.