



## Grant Giving Policy

The Charity's objectives, as laid out in its Memorandum and Articles, are:

- 3.2.1 *The relief of persons resident in the area of benefit who are in need, hardship or distress*
- 3.2.2 *The promotion of the education of persons resident in the area of benefit who are under the age of 25 and who are in need of financial assistance*
- 3.2.3 *The Trustees may relieve persons in need by:*
  - 3.2.3.1 *making grants of money to them; or*
  - 3.2.3.2 *providing or paying for goods, services or facilities for them; or*
  - 3.2.3.3 *making grants of money to other persons or bodies who provide goods, services or facilities to those in need*
- 3.2.4 *In exceptional cases the Trustees may decide to assist someone (who is otherwise qualified) who is:*
  - 3.2.4.1 *resident outside the area of benefit; or*
  - 3.2.4.2 *only temporarily resident in the area of benefit.*

To be eligible for a grant from The Polehampton Charity, the applicant, whether an individual, a school or a community group, must reside or be based within the Parishes of Twyford, Ruscombe and Charvil.

There are 4 categories of Grants:

- Crisis – individuals in need of financial help
- Individual Education, ie students
- Education, i.e., schools, PTA
- Local Community, i.e., football club, day centres, Brownies, local charities

Crisis and Individual Education grant applications can be made at any time across the calendar year. Education (schools and PTA applications) and Local Community applications should be made a minimum of 2 weeks prior to the Trustee Board meeting dates which are displayed on the website and are held in March, June, September and December.

Crisis and Individual Education grant applications, up to £500, will be reviewed and considered by the Grants Sub-committee and if deemed appropriate, then the Board of Trustees.

The Grant giving criteria will be shared on the Polehampton Charity website and shared through local advertising and on social media.

Local entities, such as schools, churches, community groups, are asked to review this Grant Giving Policy to enable them to understand what The Polehampton Charity does and how they can benefit from the Charity's grant giving.

Application forms have been created for each category to make it easier for applicants to apply and to also request specific information about the applicant to enable Trustees to make informed decisions.

Doc reference	Last review date	Next review date	Page No:
PHC/GGP/2024	December 2024	March 2025	1 of 5



## Grant Criteria:

Grant giving criteria will be shared for each category outlining the requirements that need to be met for Grants to be issued. The Applications Coordinator/Trustees have the discretion to move applications to an alternative category if deemed appropriate.

Crisis Grants will normally be considered up to a maximum of £1000, except in exceptional circumstances whereby the Trustees can consider at their discretion.

Individual education grants will normally be considered up to a maximum of £500, except in exceptional circumstances whereby the Trustees can consider at their discretion.

Grant applications from individuals who are fundraising to take part in extra-curricular events, for example scout jamboree, girl guiding trips, etc., may be considered up to a maximum of £100, except in exceptional circumstances whereby the Trustees can consider at their discretion. (Please use Individual Education Grant Application Form).

All applications will be considered on their own individual merits and grants are awarded at the discretion of the Trustees.

For all grant request types, applications will not be considered for the following:

- Medical treatment
- Medical equipment
- Therapeutic equipment
- Therapeutic treatment
- Dental needs
- Attending sporting events
- Accommodation at, and travel to sporting events
- Funding for extra-curricular classes (unless supported by the school Headteacher)
- Nursery fees
- School fees
- University/further education fees

Doc reference	Last review date	Next review date	Page No:
PHC/GGP/2024	December 2024	March 2025	2 of 5



## **There are four Grant Giving Categories:**

### **Crisis Grants**

(please use Crisis Grant application form)

The Grant Sub-committee have been given delegated authority by the Board of Trustees to consider issuing small grants of up to £500 where the circumstances are urgent or fit clearly with the crisis grant criteria. Anything above £500 must be approved by the Board with the aim to respond to the applicant as quickly as possible

Crisis grants have previously been given for these items:

- fridge/freezer (essential living item), washing machine (essential living item), bed

If an applicant is requesting a grant to assist with the cost of living, applications can only be made by an individual once in any 12-month period, and normally have a ceiling amount of £500.

If a Grant application is received from an individual requesting financial assistance to enable a child to attend a school trip, the Charity has the right to check with the school regarding the need and request relevant information. (Please use Crisis Grant Application Form).

### **Education Grants – Individuals**

(please use Individual Education Grant application form)

The Trustees will consider educational applications from individual students, (25 years old and under, this is up to the date the applicant turns 25 years old), requesting a grant towards essential items required for their college course, university course or apprenticeship, for example, books, laptop, uniforms, apprenticeship tools, etc. The Trustees will not consider applications for course fees, transport or accommodation costs.

### **Education Grants – Schools & PTA**

(please use School/PTA Education Grant application form)

Previously the Charity has given grants to schools and has not had a clear understanding of where the money is being spent, or who the grant beneficiaries are, and the impact that the grant has created.

The Trustees will consider grant applications from schools, the PTA and associated groups that fall within the three Parishes for items that will benefit all pupils within the school, and potentially the wider community. We encourage schools to promote The Polehampton Charity as an option for individuals in need of financial help.

Some examples of projects and items that the Trustees will consider:

- PTA Summer Fair
- Pre-school/Nursery play equipment
- Retractable seating in the school hall
- Picnic benches in the playground
- Youth development projects, ie students from Youth Councils within the school
- Extra curricular activities
- Volunteer training costs

Doc reference	Last review date	Next review date	Page No:
PHC/GGP/2024	December 2024	March 2025	3 of 5



- Mental health support

The Trustees will not consider grant applications from schools for general teaching aids, stationery, staff training, subscriptions, and the like, or costs that should be covered by other entities, ie Local Education Authority, Local Health Authority.

**Local Community Grants**

(please use Local Community Grant application form)

The Charity will consider applications from local community groups/charities within the three Parishes, e.g., Football Club, day centres, Brownies, Scouts, Tennis Club, etc., in need of financial support for events and equipment.

**The Process**

All grants to be considered require an online application form to be completed, specific to the type of grant requested. These are School/PTA Application Form, Individual Student Application Form, Community Group Application Form and Crisis Application Form.

For general queries please email [polehampton.applications@gmail.com](mailto:polehampton.applications@gmail.com). When an application has been submitted, please bookmark this email address, or check Spam or Junk email folders as this is the email address that will be used to reply to applications.

In some cases, the Grant Sub-committee may request additional information from the grant applicant, which will help the Trustees to make a decision with all the necessary information.

Once an online application form is received, the Applications Coordinator will share relevant information with the Grant Sub-committee who will consider the application and if deemed necessary will then be distributed to the Trustee Board for approval.

If the Board wishes to award the grant, the Applications Coordinator will inform the grant applicant and request payment information. If payment information is not received within 21 days of the request, the Trustees may decide not to award the grant and the funds may be allocated elsewhere.

Grants will be paid out as soon as possible by the Application Coordinator.

If Applicants are unable to complete an application form online, they should contact Citizens Advice Wokingham. You will find their contact information on their website:

<https://citizensadvicewokingham.org.uk/> and their phone number is 0808 278 7958.

**After a Grant has been received**

The Charity asks that, if appropriate, a grant recipient share some feedback with the Applications Coordinator, about the benefit they had from receiving the grant and the difference it made. This is so that the Charity can share the impact and benefit that the Charity has made for the community and to make the community more aware of its existence and the benefit it offers.

Education grants (Schools and PTAs) and Local Community Grant recipients are expected to report back to The Polehampton Charity how the money has been spent and the difference it has made. This feedback should be provided to the Trustees within 6 months of receiving the funding.

Doc reference	Last review date	Next review date	Page No:
PHC/GGP/2024	December 2024	March 2025	4 of 5



## Review of this policy

This policy will be reviewed on an annual basis by the Board of Trustees.

Doc reference	Last review date	Next review date	Page No:
PHC/GGP/2024	December 2024	March 2025	5 of 5