

Grant making policy for Mister Gees Foundation (“the Trust Fund”)

1. Charitable purpose and objective

- 1.1. The trustees disburse funds at their discretion and in accordance with the charitable purposes and objectives of the Trust Fund.
- 1.2. The Trustees are collectively independently responsible for the management and decision making of the Trust Fund.
- 1.3. Any decision whether to award a grant remains solely the responsibility of the trustees.

2. Priorities for support

- 2.1. The amount of work or number of projects that can be supported by the trustees is limited to the amount of funds that are available for distribution.
- 2.2. The trustees have determined that the current priorities for funding are :-
 - a) to encourage and assist young people to enter, farming, sustainable fishing or water management careers.
 - b) to encourage provision of a range of activities for all ages and abilities which help to promote community cohesion and address local problems of isolation, poverty, lack of local facilities, transport and other issues of relevance in South Woodham Ferrers and Essex.
- 2.3. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

3. Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

- 3.1.1. The trustees will consider any requests or known situations that are eligible for consideration: From applicants based in Essex;
- 3.1.2. From charities, not for profit organisations and individuals.
- 3.2. Any grant decision will be made solely on the information that is available at the time of the request or of the situation becoming known.
- 3.3. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.
- 3.4. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.
- 3.5. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

3.6. Other factors to be considered will include assessment of the plan of action for a project, the likelihood of success and the number of people it will benefit and the control the trustees will have over the funds used and/or the way they are used.

4. Applicant and partner due diligence

4.1. The trustees will take a risk based approach to assess what level of due diligence is necessary in relation to any grant made or donation received.

4.2. The risk factors considered may include:

4.2.1. How well any proposed donor or beneficiary is known

4.2.2. The size of any grant or donation

4.2.3. In which part of Essex the proposed beneficiary is based

4.2.4. In which part of Essex any funds will be used

4.2.5. What financial controls and governance structures are in place in the proposed beneficiary organisation

4.2.6. The nature of any relationship between the charity and proposed beneficiary

4.3. The trustees will carry out sufficient due diligence on any potential beneficiary and also donor, taking into account any relevant risk factors, to ensure:

4.3.1. The identity of the beneficiary and, or, donor is known;

4.3.2. That any funds granted will be applied in accordance with the charity's charitable purpose(s)

4.3.3. That funds are not knowingly used for:

- Money laundering in accordance with the operative Money Laundering regulations;
- Terrorist financing in accordance with the Terrorist Act 2000;
- Bribery in accordance with the 2010 Bribery Act.

4.4. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

4.5. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

4.6. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence may be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years.

5. Administration

5.1. Trustees need to take reasonable steps to ensure funds are being properly and effectively applied for the agreed purpose and to minimise the risk of misuse

5.2. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request.

5.3. For smaller grants, requests may be made informally.

5.4. For larger grants, trustees should be confident:

5.4.1. Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;

5.4.2. Of the person(s) responsible for the management of the grant and for overseeing the work;

5.4.3. That all local applicable laws and working practices associated with the work are fully and properly applied;

5.5. For very large grants, in addition to the requirements set out in 5.4, trustees may ask for a written report (on request) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature or the location of ongoing work.

5.6. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments.

5.7. The charity may seek publicity and promotion around any grant made.

5.8. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned to the Trust Fund.

5.9. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation. Particular care will be taken in cases where the data being handled involves children, vulnerable adults, or has elements of abuse involved.

6. Decision making

6.1. The trustees are responsible for the legal governance of the charity.

6.2. The trustees decide how the charity applies its funds.

6.3. The decision of the trustees on whether to award a grant is final.

6.4. At least 4 trustees need to be present at a meeting in order for a decision on proposed beneficiaries to be quorate.

6.5. Trustee meetings to make decisions on proposed grants to beneficiaries and, or, on the receipt of donations may be held face to face, by telephone or virtually via email. In all cases any decisions will be minuted and the records maintained by the charity.

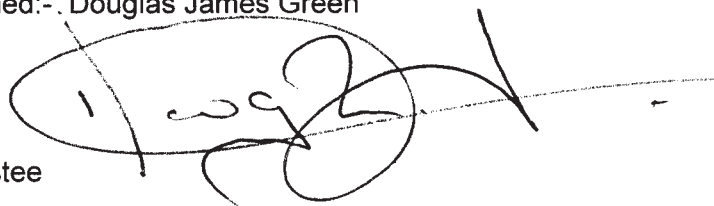
6.6. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.

Approved by the trustees on the 13th day of December 2018

Next review date: December 10th 2019

Signed:- Douglas James Green

Trustee

A handwritten signature in black ink, appearing to read 'D. J. Green', is written over a faint, large oval watermark. The signature is fluid and cursive, with a long horizontal stroke extending to the right.