

## **GRANT-MAKING POLICY**

The Memorandum of Association of MHBS Charitable Foundation Ltd states the Objects of the Foundation to be as follows:

*.....to promote such purposes being exclusively charitable according to the law of England and Wales as the directors of the Foundation ("the Trustees") shall from time to time determine.*

However, in accordance with current Charity Commission guidelines, the Foundation has produced the following grant-making policy in order to:

- a) assist applicants to determine whether or not an application to the Foundation would be appropriate
- b) ensure that a consistent approach is adopted to the consideration of applications for financial support

### **Policy**

#### **a) Beneficiary Status**

The Foundation will consider applications for grants from:

1. Established Voluntary organisations
2. Established Charitable organisations

It will not normally consider applications from individuals or from any form of profit making organisation, or from organisations whose prime purpose is the promotion of any form of religion, unless the grant provides facilities for the wider community. In making donations the Foundation will seek to benefit local people and its primary focus will be to help charities that improve the quality of life of persons in the Society's operating area.

#### **b) Geographical Area**

The Trustees consider that the core area to be served by the Foundation is within Leicestershire, Northamptonshire and Rutland. Applications from organisations based in those counties (or from national organisations with an active local presence, and where assurance can be given that grants will be used within the core area) will be preferred to those from other areas. A map showing the area is available.

### **c) Purpose of Grant**

Grants will normally be made for **capital expenditure**, e.g. to acquire or upgrade physical assets such as buildings, fixtures and fittings, machinery, furniture and other equipment. Portable electronic equipment will not normally be considered suitable for support. The Foundation will also consider applications for investment in people for organisational development (through training/development of staff) or developing skills in the community.

Where an award is to be made to fund a long term development project, the trustees will assess the details of the project including timescales for development and the ongoing financial viability of the development. Copies of business plans and/or building plans may be requested as appropriate.

The Foundation supports environmentally friendly projects and for building development projects confirmation that planning permission has been obtained will be a pre-requisite and any such projects are expected to improve the building's energy rating. Applications for appliances or equipment should affirm that these are either Grade A performing or environmentally friendly.

Where an award to be made by the Foundation will cover only a relatively small proportion of the costs to be incurred by a grant recipient, the Trustees may make any payment conditional upon the applicant obtaining the remaining funding from other sources.

### **d) Size of Grants**

The amount of any grant awarded will not normally be less than £250 or greater than £5,000.

### **e) Assessment Process**

The Trustees will normally expect, as a minimum, to be provided with:

1. A copy of the applicant organisation's most recent set of financial statements.
2. Details of the purchase / expenditure to be funded, including a full cost breakdown.
3. Confirmation of the amount of financial support already received or pledged towards the overall cost. The Foundation will look favourably on submissions that have already achieved some level of funding.

### **f) Post-Award Review**

The Foundation reserves the right to request from the grantee confirmation that funds have been spent appropriately. It may ask for a photograph of any capital items funded by an award, or for a report after a suitable period from the body receiving the grant to update the Trustees on the progress of its project.

## **Summary**

In short, the Foundation's policy is to support voluntary and charitable organisations within the counties of Leicestershire, Northamptonshire and Rutland with grants for items of capital expenditure.

*Registered Charity Number: 1078355  
Revised December 2021*

