



**JESSICA'S
PROMISE**

GRANT-MAKING POLICY

Jessica's Promise

A registered charity in England and Wales (number 1206475)

Adopted by the Charity Trustees on 3 March 2024

Last reviewed on 3 March 2024

1. About this policy

1.1 This policy applies to Jessica's Promise (**'Charity'**), a charity registered in England and Wales (number 1206475).

1.2 The charitable objects of the Charity are as follows:

To provide or assist in the provision of facilities for recreation or other leisure time occupation, and in particular facilities for participation in the sport of football and rugby, in the interests of social welfare for young people who have need of such facilities by reason of their youth or age with a view to improving the conditions of life of such persons ('Objects').

1.3 The Charity is governed by the charity trustees of the Charity who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects and have ultimate responsibility for all grant-making decisions.

1.4 The purpose of this policy is to set out the principles and procedures that guide the charity trustees when they are making grants to further the Objects. It also provides information about the Charity's grant-making process to anyone who is applying to the Charity, or would like to apply to the Charity, for a grant.

1.5 In this policy references to persons who are "connected" with a charity trustee means:

- (a) a child, stepchild, grandchild, parent, brother or sister of a charity trustee;
- (b) the spouse, unmarried partner or civil partner of a charity trustee or of any person falling within paragraph (a) above;
- (c) any person who is in a business partnership with a charity trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and
- (d) any company, business, trust or organisation in which a charity trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.

2. Our funding priorities

2.1 The charity trustees are keen to support activities that advance the Objects in an effective way. However, they recognise that a limited amount of funds is available to distribute each year. The charity trustees' current funding priorities are:

- (a) To help children and young people up to the age of 25 living in Warwickshire including those new to sport as well as those already involved in sport.

2.2 The charity trustees will occasionally award grants that fall outside the priorities stated in this policy, provided they are satisfied that the grant will further the Objects and is an appropriate use of the Charity's funds.

2.3 The charity trustees will review the grant-making priorities and principles set out in this policy annually or at such other time as the trustees may in writing agree.

3. Who can apply for a grant

3.1 The charity trustees welcome proposals that support their funding priorities from organisations and individuals, although the charity trustees are particularly keen to support individuals.

3.2 The charity trustees will usually only award grants to organisations based in the United Kingdom that either:

(a) are registered as charities with the Charity Commission for England and Wales (**'Charity Commission'**); and/or

(b) qualify as charities under the law of England and Wales but are not required to register with the Charity Commission.

3.3 The charity trustees will not usually award grants to an applicant that has previously submitted a proposal where the applicant failed the charity trustees' due diligence checks and the issues identified at that time have not been addressed.

3.4 Awards are subject to availability of eligible funds in the charity's bank.

4. What we will fund

4.1 Grants can be used either to cover costs that are directly connected to carrying out the charitable activities that the charity trustees have agreed to fund or to fund expenditure on the following:

(a) salary costs;

(b) capital expenditure, provided the applicant is able to demonstrate that the expenditure is essential to the charitable activities that the charity trustees have agreed to fund and that any assets acquired using grant money will be used for similar purposes after the end of the proposed activities;

(c) contributions to the cost of overheads, provided that the applicant is able to demonstrate that such overhead costs are essential for, and directly linked to, the charitable activities that the charity trustees have agreed to fund; and

(d) such other types of expenditure as a minimum of three trustees may determine.

4.2 The charity trustees will award grants to fund up to 100% of the cost of a proposal. However, the charity trustees:

(a) will consider funding part of the cost of a proposal where the total cost is shared with one or more other funders; and

(b) encourage applicants to seek matched or additional sources of funding for their proposal.

4.3 If a grant covers part of the cost of a proposal, the charity trustees may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for (including any loans or other commercial funding).

4.4 If the charity trustees purchases any goods for recipients instead of granting funds, the charity takes no responsibility for the goods and is not liable to repair or replace the same, if it subsequently becomes broken or has latent defects.

5. How to apply for a grant

5.1 All proposals must be submitted by email to jessicaspromise@gmail.com.

5.2 The charity trustees will only accept applications by referral from appropriate professionals on behalf of recipients, for example (but without limitation, teachers, social workers, medical staff, sports coaches).

6. How we make decisions about grants

6.1 The charity trustees have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Objects.

6.2 The charity trustees must declare the nature and extent of any interest, direct or indirect, which could, or could be seen to, prevent them from making a grant decision only in the best interests of the Charity. Situations in which a conflict of interest may arise include where:

- (a) a charity trustee (or a person connected to them) stands to benefit from a grant from the Charity; or
- (b) a charity trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.

Any such conflict of interest must be declared and managed by the charity trustees in accordance with the Charity's conflicts of interest policy.

6.3 The charity trustees will aim to respond to applications for funding within 14 days of receipt of the application. The charity trustees may take up to 2 months to consider grant proposals and decide if they will award a grant or not.

6.4 The charity trustees will inform applicants of their decision in writing through email.

6.5 If the charity trustees decide not to award a grant for a proposal they are not obliged to give the applicant reasons for their decision.

6.6 The charity trustees' decision whether to award a grant is final.

7. Grants to charity trustees or connected persons

7.1 If an application for a grant is made to the Charity by a charity trustee, or a person connected to them, the non-conflicted charity trustees may therefore consider making the grant in accordance with this policy.

7.2 If a charity trustee, or a person connected to them, applies for a grant the conflicted charity trustee must:

- (a) absent themselves from any discussion of the grant application by the non-conflicted charity trustees;
- (b) have no vote and not be counted as part of the quorum in any decision of the non- conflicted charity trustees on the grant.

8. Due diligence

8.1 When the charity trustees are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the charity trustees' assessment of any risks associated with the proposal or the applicant.

8.2 Due diligence may include requesting details of, and taking such steps as the charity trustees consider to be reasonable to scrutinise, any of the following:

- (a) the applicant's governing documents;
- (b) if applicable, the applicant's status as a charity, including (where it is required to do so) evidence that the applicant has been registered with a charity regulator;
- (c) the identity of the applicant's directors, trustees, executive committee or other key personnel, in particular, to establish whether they are authorised to act in that capacity;
- (d) the applicant's governance and operational structures and practices;
- (e) the applicant's internal financial controls;
- (f) relevant operational policies and procedures that the applicant has in place, for example, in relation to safeguarding children and vulnerable adults, and on equality and diversity;
- (g) the applicant's aims and values; and
- (h) any external risk factors that might affect the proposal.

8.3 In cases where the applicant will receive support from another funder, or works with a partner, the charity trustees may undertake due diligence on that funder or partner.

8.4 The charity trustees will keep a written record of any due diligence that they undertake.

9. Reporting requirements and monitoring

9.1 The charity trustees will take steps to monitor the use of the grant and verify that it is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the charity trustees will always seek to ensure that the arrangements are appropriate and proportionate.

9.2 Arrangements for monitoring use of the grant may include asking the recipient to provide any of the following:

- (a) appropriate photographic evidence of any event held by or on behalf of the recipient in furtherance of the Objects;
- (b) copies of formal records such as receipts, invoices, bank statements and management accounts to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the grant;
- (c) regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the grant;
- (d) a final written report on completion of the work funded by the grant, showing how funds have been spent, evaluating where the work has been successful and identifying lessons that can be learnt; and

(e) information about any proposed changes to the proposed activities.

9.3 If appropriate, the charity trustees may also visit grant-funded activities and interview individuals involved in running those activities.

9.4 The charity trustees may take any additional steps to monitor the use of grant funds that they consider appropriate.

10. Clawback and repayment

The charity trustees may require repayment of all any part of the grant if:

- (a) the project or purpose for which it was awarded does not proceed;
- (b) part of the grant remains unused when the activities that the grant was intended to fund have been completed; or
- (c) the grant is used for a purpose other than that which has been agreed.

11. Reviewing and amending this policy

11.1 The charity trustees may review and vary the terms of this policy annually or at such other times as the charity trustees may in writing (by email or by other electronic message) agree.