

# Sherborne Classic Cars CIO

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## GRANT-MAKING POLICY

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### 1 About this policy

- 1.1 This policy applies to Sherborne Classic Cars CIO (the **Charity**), a charitable incorporated organisation constituted and registered in England and Wales (number 1172969).
- 1.2 Under the terms of the Charity's constitution, the trustees of the Charity (the **Trustees**) have a duty to apply the Charity's funds for the following purpose (the **Object**):

*"For the public benefit to advance exclusively charitable purposes (according to the laws of England and Wales) that from time to time the trustees see fit."*

The Trustees have ultimate responsibility for all the Charity's grant-making decisions.

- 1.3 This policy sets out the principles and procedures that guide the Trustees when they are making grants to further the Object, and provides information about the Charity's grant-making process.

### 2 Our funding priorities

- 2.1 The Trustees recognise that the number of projects which can be supported is, of necessity, limited by the amount of funds available for distribution each year. The Trustees' principal funding priorities are to support one major charity, which may be a national charity, and after that only charities with a location within 30 miles of Sherborne, Dorset.
- 2.2 The Trustees may occasionally award grants that fall outside the priorities stated in this policy provided they are satisfied that the grant will further the Object and is an appropriate use of the Charity's funds.
- 2.3 The amount distributed in any year may not be taken as a guide to the amount that may become available for distribution in a subsequent year.

### 3 Who can apply for a grant

- 3.1 The Trustees welcome proposals that support their funding priorities, but will usually only award grants to:
- 3.1.1 charities that are registered with the Charity Commission for England and Wales; and/or
- 3.1.2 organisations that qualify as charities under the law of England and Wales, but are not required to register with the Charity Commission for England and Wales.

## **4 What we will fund**

- 4.1 The Trustees will usually make grants of between £1,000 and £10,000, but may award a greater amount in the case of a major charity that falls within the Charity's funding priorities.
- 4.2 All grants awarded by the Charity must be used to cover costs that are directly connected to carrying out the charitable activities that the Charity Trustees have agreed to fund (see 8.1.1 below).
- 4.3 If a grant covers part of the cost of a proposal, the Trustees may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for.

## **5 Principles**

- 5.1 In awarding funding, the Trustees will apply the following principles:
  - 5.1.1 Applications will be considered on the basis of the information provided by the applicant.
  - 5.1.2 The Trustees will determine each application on its own merits. This includes applications made by previous recipients of funding or previously unsuccessful applicants (although see paragraph 5.2 where an applicant was previously unsuccessful).
- 5.2 The Trustees will not award grants to an organisation that has previously submitted a proposal where the applicant failed the Trustees' due diligence checks and the issues identified at that time have not been addressed.

## **6 Exclusions**

The Trustees will in no circumstances approve the use of the Charity's funds for purposes which fall outside of the Object set out in paragraph 1.2.

## **7 Grant application process**

- 7.1 All applications for funding must be made using the online process through the application page on the website <https://classic-supercars.co.uk>.
- 7.2 The closing date for applications each year will be displayed on the Charity's website.

## **8 Information requirements before awarding funding**

- 8.1 Before the Trustees will award funding to an applicant, the applicant must:
  - 8.1.1 inform the Trustees of the purpose of the application, details of the purpose and the way in which the funding will be used in the furtherance of the applicant's charitable purposes; and
  - 8.1.2 provide adequate information regarding the identity, charitable status and financial status of the applicant.

8.2 When the Trustees are considering a grant-funding proposal, they will undertake due diligence checks, which may include requesting further details of the proposal.

8.3 No funding will be considered retrospectively.

## **9 Assessment process**

9.1 All funding applications will be subject to initial assessment to ensure they meet the basic criteria for funding. The Trustees will aim to notify all applicants, informing them of the outcome of their application for funding, within eight weeks of the closing date for applications.

9.2 Initial decisions regarding successful applications will be made prior to the Sherborne Classic and Supercars Show in any year and therefore before the Trustees know the amount of money available for grants. Once the Show has been held and the sum available for grants is known, the Trustees will decide on the final allocation of funding and notify the successful applicants accordingly.

9.3 Applicants should note that, as with many other charitable trusts, the Charity is expected to receive far more applications than it has funds to support. Even if a project fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide funding.

9.4 The decision of the Trustees is final. The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## **10 Reporting requirements and monitoring**

Evidence may be required to confirm the funds have been used in accordance with the purpose of the funding.

## **11 Repayment**

The Trustees may require repayment of all or part of the grant if:

11.1 the project or purpose for which it was awarded does not proceed;

11.2 part of the grant remains unused when the activities that the grant was intended to fund have been completed; or

11.3 the grant is used for a purpose other than that which has been agreed.

## **12 Reviewing and amending this policy**

The Trustees may vary the terms of this policy from time to time.

**Sherborne Classic Cars CIO**  
**November 2017**