

## **1. Purpose**

- 1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Denman Trust makes grants.
- 1.2 A grant is defined as a financial award the trust makes from its funds to further its Charitable objects which is 'The provision of education, residential or otherwise for the members of the Women's Institutes in accordance with the objects of the body corporate called The National Federation of Women's Institutes of England, Wales, Jersey, Guernsey and the Isle of Man.' Federations in England, Wales, Jersey, Guernsey and the Isle of Man can apply for the Denman Trust Grants under the Scheme.

## **2. Introduction**

- 2.1 The Denman Trust is a registered charity (number 803793-1) benefiting WI (Women's Institutes) members in England, Wales, Jersey, Guernsey and the Isle of Man. It is a restricted fund of the National Federation of Women's Institutes and is governed by a board of trustees. A staff team led by the NFWI (National Federation of Women's Institute) Chief Executive has the delegated responsibility for day-to-day activities.
- 2.2 The NFWI Board of Trustees, as the corporate trustee of the Denman Trust ensure proper governance of the Denman Trust's grant-making in three ways:
  - I. Through grant-making principles which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the NFWI's Board of Trustees, following recommendations from the Denman Trust Grant Scheme Panel (DTGSP), Denman Board and Finance Committee.
  - II. Through grant-making criteria which set out the activities the NFWI Board of Trustees wish to support in furtherance of the Denman Trust's charitable objects.
  - III. Through grant-making processes which set out how decisions are reached for awarding grants.

## **3. Grant-making principles**

- 3.1 The principles which underpin the NFWI Board of Trustees' governance of the Denman Trust's grant making consider the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive administrative process between the federations and the Denman Trust.
- 3.2 The principles are as follows.
  - I. The NFWI Board of Trustees has ultimate collective responsibility for all grant-making decisions following recommendations from the DTGSP, Denman Board and Finance Committee in line with the Denman Trust's charitable objects.
  - II. The NFWI Board of Trustees may assign certain decision-making responsibilities to the Denman Trust or a panel of representatives or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.
  - III. The NFWI Board of Trustees reserve the right to apply additional conditions to any grant.

- IV. The NFWI Board of Trustees also reserve the right not to approve any recommendations if they (or those acting with their delegated authority) determine that the resulting grant would not be in line with the Denman Trust's charitable objects or would conflict with the Denman Trust's stated policies or damage its reputation.

#### **4. Grant-making criteria**

- 4.1 The Denman Trust's published guidance on criteria for applications from federations is set out in Appendix B of this policy. The Denman Trust will only make grants to federations where the application of the proposed project aligns with the extension of the Denman Trust's Charitable objects.
- 4.2 As a registered charity, the Denman Trust can only make grants to support an activity which is charitable in law. Grants will always be restricted for the specific charitable purpose of education to all WI members.
- 4.3 The grants will support services and activities that help federations extend or provide new educational services to WI members.
- 4.4 Grant requests which the NFWI Board of Trustees will not support are:
  - I. Activities to carry out their statutory obligations
  - II. To cover the costs of projects that have already taken place.
  - III. Grant-making by other organisations whose charitable objects do not align with those of the Denman Trust.
  - IV. Applications received after the stated deadline.
  - V. Projects that extend beyond 18 months.
  - VI. Applications from federations that have been successful in securing a Denman grant within the preceding three years.
- 4.5 To ensure the Denman Trust's resources are used solely to further its charitable objects, and report on the impact of the allocated grants, it is expected that all projects will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer with a comprehensive report of how those objectives will be met.
- 4.6 The upper limit of the Trust grant is £10,000/- per federation. The total available grant is £150,000. Where federations group together, the upper limit would remain £10,000 per federation.

#### **5. Grant-making processes**

- 5.1 The aim is for the Denman Trust's grant-making processes to be transparent and to address the interests of Federations (applicants). To this end, all applications go through a process which includes but is not limited to the below:

##### **Eligibility checks**

- I. Applications that do not pass the eligibility checks will be rejected, with the opportunity to reapply.
- II. Eligible applications will be submitted to the DTGSP for evaluation.

##### **Approval Process**

- I. Successful applications will be recommended to the Denman Trust Board for initial approval.
- II. Unsuccessful applications will be communicated to the federation with an opportunity to appeal. All appeals will be managed by the NFWI Board of Trustees.
- III. Ratification of the successful applications by the Finance Committee followed by the NFWI Board of Trustees.

## **Sanctioning of Funds**

- I. Successful applications will receive the amount in its entirety from the NFWI finance team.

## **6. Data Protection**

Applicants' data will be held in accordance with current GDPR legislation in force. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed, once no longer needed.

## **7. Safeguarding**

In making grants to or working with other donor organisations we will comply with Charity Commission guidance by carrying out relevant due diligence and having a written agreement that sets out:

- I. Our relationship.
- II. The role of each organisation.
- III. Monitoring and reporting arrangements.

If working with vulnerable adults, applications are to include details of the procedures used to ensure they are kept safe from harm and how the organisation ensures these are applied consistently. These must comply with the NFWI safeguarding policy and any regulation specific to the activity.

## **8. Checks and Due Diligence**

The NFWI staff team will be responsible for carrying out the eligibility checks phase of the application process on grant applicants such as but not limited to:

- I. Applicants' identity and WI membership
- II. Any funding will be applied in accordance with the charity's charitable purposes and Ethical Policy
- III. Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- IV. The applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

## **9. Promotion**

The Denman Trust will ensure that those it is seeking to reach are made aware of the scheme and its processes, and that the application process is kept as simple as possible.

Ways in which federations can be made aware include:

- I. Promotion
- II. Formal communications
- III. Via website

The Denman Trust will provide information in ways that are accessible to people with additional needs and in additional language(s).

## **10. Reporting On Grant Awards**

All successful federations will be required to provide quarterly updates, including a financial summary, regarding the progress and any challenges that impact the progression of the project to the DTGSP who will be responsible for advising the Denman Trust Board on the viability of the project in line with the measurements outlined in item 4.5.

A final report must be submitted to the DTGSP that will be shared with the Denman Trust Board within 6 months of the completion of the project on how their grant was used and the impact this has had in line with the agreed upon measurements as mentioned in 4.5. The content and nature of information to be reported will be appropriate for the size and type of grant awarded. The charity will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made. This learning will be used to inform future decision making and policy to maximise the charity's impact.

## **11. Variations to this policy**

11.1 The NFWI Board of Trustees reserve the right to vary the terms of this policy as required.