



Grant Giving Policy

The Polehampton Charity's (the Charity) objectives, as laid out in its Memorandum and Articles, are:

- 3.2.1 *The relief of persons resident in the area of benefit who are in need, hardship or distress*
- 3.2.2 *The promotion of the education of persons resident in the area of benefit who are under the age of 25 and who are in need of financial assistance*
- 3.2.3 *The Trustees may relieve persons in need by:*
 - 3.2.3.1 *making grants of money to them; or*
 - 3.2.3.2 *providing or paying for goods, services or facilities for them; or*
 - 3.2.3.3 *making grants of money to other persons or bodies who provide goods, services or facilities to those in need*
- 3.2.4 *In exceptional cases the Trustees may decide to assist someone (who is otherwise qualified) who is:*
 - 3.2.4.1 *resident outside the area of benefit; or*
 - 3.2.4.2 *only temporarily resident in the area of benefit.*

To be eligible for a grant from the Charity, the applicant, whether an individual, a school or a community group, must reside or be based within the Parishes of Twyford, Ruscombe or Charvil.

There are four categories of grants:

- Crisis – individuals in need of financial help
- Individual Education, for example, students
- Education, for example, schools, PTA
- Local Community, for example football club, day centres, Brownies, local charities

Crisis and Individual Education grant applications can be made at any time across the calendar year. Education (schools and PTA applications) and Local Community applications should be made a minimum of two weeks prior to the Trustee Board meeting dates which are displayed on the website and are held in March, June, September and December.

Crisis and Individual Education grant applications, up to £500, will be reviewed and considered by the Grants Sub-Committee and, if deemed appropriate, then the Board of Trustees.

The grant giving criteria will be shared on the Charity website and shared through local advertising and on social media.

Local entities, such as schools, churches, community groups, are asked to review this Grant Giving Policy to enable them to understand what the Charity does and how they can benefit from the Charity's grant giving.

Application forms have been created for each category to make it easier for applicants to apply and to also request specific information about the applicant to enable Trustees to make informed decisions

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Grant Criteria

Grant giving criteria will be shared for each category outlining the requirements that need to be met for Grants to be issued. The Applications Co-ordinator/Trustees have the discretion to move applications to an alternative category if deemed appropriate.

Crisis Grants will normally be considered up to a maximum of £1000, except in exceptional circumstances where the Trustees can consider them at their discretion.

Individual education grants will normally be considered up to a maximum of £500, except in exceptional circumstances whereby the Trustees can consider at their discretion.

Grant applications from individuals who are fundraising to take part in extra-curricular events, for example scout jamboree, girl guiding trips, etc., may be considered up to a maximum of £100, except in exceptional circumstances whereby the Trustees can consider at their discretion. They should use the Individual Education Grant application form.

All applications will be considered on their own individual merits and grants are awarded at the discretion of the Trustees.

For all grant request types, applications will not be considered for the following:

- Medical treatment
- Medical equipment
- Therapeutic equipment
- Therapeutic treatment
- Dental needs
- Attending sporting events
- Accommodation at, and travel to sporting events
- Funding for extra-curricular classes (unless supported by the school Headteacher)
- Nursery fees
- School fees
- University/further education fees.

Retrospective grants will not be considered, apart from in exceptional circumstances, for any applications made under any of the four grant categories.

If a grant is pledged, this pledge is valid for a year and cannot be paid after work/purchase has been completed.

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The four Grant Giving Categories

Crisis Grants

Use the Crisis Grant application form.

The Grant Sub-Committee have been given delegated authority by the Board of Trustees to consider issuing small grants of up to £500 where the circumstances are urgent or fit clearly with the crisis grant criteria. Anything above £500 must be approved by the Board with the aim to respond to the applicant as quickly as possible.

Crisis grants have previously been given for:

- fridge/freezer (essential living item)
- washing machine (essential living item)
- bed

If an applicant is requesting a grant to assist with the cost of living, applications can only be made by an individual once in any 12-month period and normally have a ceiling amount of £500.

If a Grant application is received from an individual requesting financial assistance to enable a child to attend a school trip, the Charity has the right to check with the school regarding the need and request relevant information. Use the Crisis Grant application form.

Education Grants – Individuals

Use the Individual Education Grant application form.

The Trustees will consider educational applications from individual students, 25 years old and under, up to the applicant's 25th birthday, requesting a grant towards essential items required for their college or university course, or apprenticeship, for example, books, laptop, uniforms, apprenticeship tools and the like. The Trustees will not consider applications for course fees, transport or accommodation costs.

Education Grants – Schools & PTA

Use the School/PTA Education Grant application form.

Previously the Charity has given grants to schools and has not had a clear understanding of where the money is being spent, or who the grant beneficiaries are, and the impact that the grant has created.

The Trustees will consider grant applications from a school, the PTA and associated groups that fall within the three Parishes for items that will benefit all pupils within the school, and potentially the wider community.

The Charity encourages schools to promote the Charity as an option for individuals in need of financial help.

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Some examples of projects and items that the Trustees will consider:

- PTA Summer Fair
- Pre-school/nursery play equipment
- Retractable seating in the school hall
- Picnic benches in the playground
- Youth development projects, for example, for students from Youth Councils within a school
- Extra-curricular activities
- Volunteer training costs
- Mental health support

The Trustees will not consider grant applications from schools for general teaching aids, stationery, staff training, subscriptions, and the like, or costs that should be covered by other entities for example a local education authority and/or local health authority.

Local Community Grants

Use the Local Community Grant application form.

The Charity will consider applications from local community groups/charities within the three Parishes, for example, sports clubs, day centres, Brownies, Scouts, and others in need of financial support for events and equipment.

The Process

All grants to be considered require an online application form to be completed, specific to the type of grant requested:

- School/PTA application form
- Individual Student application form
- Community Group application form
- Crisis application form.

For general queries email applications@thepolehamptoncharity.co.uk. Bookmark this email address when an application has been submitted. Also check the Spam or Junk email folders as all replies will come from this email address.

In some cases, the Grant Sub-Committee may request additional information from the grant applicant, which will help the Trustees to make a decision, with all the necessary information.

Once an online application form is received, the Applications Co-ordinator will share relevant information with the Grant Sub-Committee who will consider the application. If deemed necessary, the Applications Co-ordinator will then distribute the application to the Board of Trustees for approval.

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If the Board wishes to award the grant, the Applications Co-ordinator will inform the grant applicant and request payment information. If the payment information is not received within 21 days of the request, the Trustees may decide not to award the grant and the funds may be allocated elsewhere.

Grants will be paid out as soon as possible by the Application Co-ordinator.

If Applicants are unable to complete an application form online, they should contact Citizens Advice Wokingham. Their [contact information is on their website](#) or phone them on 0808 278 7958.

After a Grant has been received

The Charity asks that, if appropriate, a grant recipient provides feedback to the Applications Co-ordinator, about the benefit they had from receiving the grant and the difference it made. This is so that the Charity can share the impact and benefit that the Charity has made for the community and to make the community more aware of its existence and the benefit it offers.

Education grants (schools and PTAs) and Local Community Grant recipients are expected to report back to the Charity how the money has been spent and the difference it has made. This feedback should be provided to the Trustees within six months of receiving the funding.

Monitoring and review of this policy

This policy is to be reviewed by the Board of Trustees using the annual monitoring and review cycle.

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