



## GRANTING PROCEDURES

### Foundation's Annual Process

1. The Board will review and set its granting budget, allocation between reactive and proactive, guideline % and criteria for granting annually in November
2. The process for reactive granting is as follows:
  - a. Applications will be invited using social media, newspapers, radio, email, Website and Facebook.
  - b. Applications will be categorised for consideration by the Grants Committee
  - c. Due diligence will be undertaken on all eligible applications
  - d. The Grants Committee will consider applications, taking into account the criteria, due diligence, allocation and guideline % and make recommendations to the Board
  - e. The Board will review the recommendations and decide on grants in February
  - f. Successful applicants will be notified within one week of the Board decision
3. The process for proactive granting is as follows:
  - a. The Grants Committee will consider the applicable budget and agreed priority areas in May
  - b. Potential projects will be identified for consideration and referred to the Grants Committee
  - c. Agreed organisations will be invited to apply and assisted with the application process
  - d. Due diligence will be undertaken in the normal manner
  - e. The Grants committee will make recommendations to the Board
  - f. The Board will review the recommendations and decide on grants in August
  - g. Successful recipients will be notified within one week of the Board decision

### Due Diligence

The Foundation will carry out due diligence on each applicant and its project, centred on the information requested on the application form. This will include information about:

1. the project and its impact;
2. the organisation;
3. the integrity and experience of key personnel;
4. the financial position of the organisation.

The Grants committee, Foundation EO or all of the Board may visit the organisation in person.

### Recipient's Application Process

Applicants will:

1. familiarise themselves with the granting conditions
2. apply in the prescribed format using the application form from the Foundation's website;
3. supply the prerequisite information which shall include the organisations latest financial reports, annual report (or similar) and a scanned bank deposit slip/bank statement;
4. confirm they can satisfy the grant conditions set out in this document
5. agree to the accountability requirements
6. disclose any conflicts of interest or close relationships with the foundation's trustees, ambassadors or employees
7. supply any additional information requested of them by the EO or Grants Committee
8. await the decision of the Board

Successful recipients will receive their grants by way of direct credit into a nominated bank account. Grants made for the benefit of individuals (e.g. scholarships, medical treatments) will wherever possible be made via a reputable third party e.g. a school, university, or service provider.

## Criteria

The Foundation's criteria include, but are not limited to applicants who:

1. have alignment with local or national strategies proven to deliver greater impact;
2. can show evidence of collaboration and partnerships between organisations with similar goals;
3. are promoting initiatives that will grow capacity to deliver more impact, to more people in the District;
4. are promoting activities that have a path to sustainability over time;
5. do not rely on funding that triggers a commission payment to a third party;
6. have a commitment to best practice in governance and financial management processes;
7. have satisfied the accountability process for any previous grants;
8. are a Not for Profit entity, preferably an Incorporated Society or registered company with charitable status; or, in the case of scholarships, an individual.

## Ineligible Applications

The following are NOT eligible for Grants from the Foundation:

1. Activities which benefit an individual in a commercial sense;
2. Political parties;
3. Debt reduction objectives;
4. Activities outside the Clutha Region, unless specified under an accepted endowment fund;
5. Applications for retrospective funding for completed projects;
6. Applications for emergency relief, except where a major crisis affects part or all of the Clutha District communities;
7. Applications that solely benefit the immediate family of any Trustee or employee;
8. More than one application per recipient, per annum;
9. Incomplete applications.

## Grant Conditions

All recipients must agree to:

1. recognise the Clutha Foundation and any Donor Fund(s) in their external communications (i.e. newsletters, social media and press releases);
2. provide updates and photos of funded projects throughout the year for marketing purposes;
3. complete an evaluation of the impact of the grant in the prescribed format (form available on website) within the timeframe determined by the Foundation;
4. verify the funds have been deposited into their bank account and utilised for the stated purpose;
5. return any unspent funds to Clutha Foundation.

## Accountability

All grant recipients will be required to participate in accountability processes which will include;

1. supplying financial statements covering the period of use of the grant which have been:
  - a. prepared by a chartered accountant
  - b. audited if the organisation is subject to audit under the not for profit financial reporting rules
2. signing a declaration that the funds have been used for the purpose for which they were intended
3. providing evidence of expenditure – invoices, receipts, proof of payment

Failure to comply with these processes for a previous grant will exclude an organisation from future applications.

## Conflict of Interest

Applicant organisations who have a relationship with the Foundation, any Trustee, an employee or a member of the Grants Committee may apply provided the organisation and member declare the conflict of interest. The member will not be involved in discussions and decision making about the application.

## Related Policies

1. Granting Policy
2. Conflict of Interest Policy
3. Delegated Authority Policy