



Grant Making Policy

The purpose of The Thomas Milo Foundation (TTMF) is to support the education, welfare and wellbeing of children and adults by making grants to schools, educational institutions, charitable bodies or other community organisations; to relieve persons who are in need, distress or hardship; and to advance health and the saving of lives. This will be done through the awarding of grants to charities and other organisations, as the trustees may in their absolute discretion determine.

Principles

In awarding grants, the trustees will be working in accordance with the **Charity Commission C27** guidelines on trustee decision making and apply the following principles,:

1. Applications from any geographical area within the United Kingdom and overseas are available for consideration.
2. The trustees will consider each application on their own merits and will make decisions of where and how their funds will be allocated.
3. The trustees will make sure that the funds will be applied only if adequate evidence is provided to ensure that the amount being applied truly reflects the value of work being carried out.
4. The board of trustees will judge each case for a grant or donation against the objects of TTMF, as stated in its governing document (copy available).
5. The details of each case will be assessed against the benefit to the public. Grants will not be awarded directly to individual people but may be awarded to organisations which disburse funding or other support to individual applicants.
6. TTMF will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single grant award.
7. The grant/donation size can vary according to the project and the level of need. Trustees will award grants to fund up to 100% of the cost of a proposal; if a grant covers part of the cost of a proposal, the trustees will 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)
8. The number of projects and grants that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. Where the value of grants being sought exceeds the amount available, funding will, in particular, be prioritised towards:
 - those in the greatest social, physical or medical need
 - those unable to regularly or easily participate in day to day life due the restrictions placed on them by their disability or medical condition

- those organisations supporting disabled children and adults with creative, artistic and sporting potential or interest
 - those organisations supporting the integration of disabled children and adults into society
 - where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding
 - any other priorities that the trustees may from time to time decide.
9. The priorities in this policy will be kept under review and may be changed in accordance with the trustees view of the most effective application of available funds at any point in time.

Types of Grant

Applications can be made for revenue funding (projects, running costs) and capital expenditure (buildings, adaptations, equipment).

Application Process

1. Applications should be made in the first instance to The Thomas Milo Foundation, 10 Meadway, Barnet, Hertfordshire, EN5 5LD or by email to TTMFoundation@gmail.com and clearly marked for the attention of the trustees. Applications should consist of a covering letter on headed paper and any supporting documentation which clearly and concisely describes:
 - the work your organisation undertakes, your track record and what evidence you have that your work is effective
 - the project or activities you are asking us to fund
 - the amount you are requesting
 - the extent of any funds which have been or will be sought from other parties; and
 - the total value of the project or activities.
2. If the organisation is a UK charity, the application should include (i) its registered charity number(s) as issued by the Charity Commission for England and Wales, the Office for the Scottish Charity Regulator and/or the Charity Commission for Northern Ireland; and/or
3. If it is a charity under the law of England and Wales that is not required to register with the Charity Commission for England and Wales (because it is either an exempt or excepted charity, or has income below the registration threshold), evidence of its charitable status (such as an HMRC reference number).
4. If the applicant is a non-charitable organisation the proposal must also: (i) provide evidence that the organisation has a bank account with at least two unrelated signatories; and (ii) demonstrate that all of the activities in the proposal will qualify as being charitable for the public benefit if they are undertaken by an organisation that is registered as a charity in England and Wales: and (iii) A copy of the most recent set of accounts.

5. You should provide confirmation that your organisation has a Child Protection Policy (if applicable to your work) and that Disclosure and Barring Checks (PVG checks in Scotland) are carried out on all staff and volunteers working with any children or vulnerable people who will be supported through the funding provided by TTMF.
6. For grants of over £2,500, a detailed budget for your project must accompany your application. If you are requesting funding over more than one year, your budget must reflect this. Please set out costings for each year of the project in separate columns, as well as including a column that provides totals for each item or area of expenditure. Explain from where the balance of funds will be/has been raised if you are applying to us for part-funding.
7. For grants applications over £2,500, you should provide additional information including:
 - If you are requesting a grant to continue an existing project, information about its impact to date.
 - How the aims, progress and outcomes of your project will be monitored and evaluated (i.e. how you will know whether and to what degree it has been successful) and how, if appropriate, you will disseminate good practice to others.
 - How the project will be managed and by whom. (Include information about their experience and qualifications for the job.)
 - How you will ensure your project is cost-effective.
 - How your project is currently funded, by whom, and when this funding ends.
 - Your fundraising strategy for the project, including details of any funds already secured and applications you have made, or plan to make.
8. For organisations seeking a smaller one off grants or donation of less than £250, a simplified application is acceptable which should summarise on headed paper the work of your organisation and the purpose or project for which the funds are sought.

Assessment and notification process

1. All applicants will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the trustees at their meetings and the Trustees will aim to respond to applicants for funding within 3 months of the date of the application.
2. The trustees will judge each case for a grant or donation against TTMF objectives (as stated in the governing document). The details of each case and project will be assessed against the benefit to the public.
3. Before making a decision to award a grant, the trustees may ask anyone they consider has relevant expertise or experience to provide them with information and to join in their discussions, but not to take any part in the final decision.
4. Funds will be applied to organisations whose charitable objects and aims (as stated in the governing documents) align with TTMF.

5. Funds will be applied only if adequate evidence is provided to ensure that the amount being applied truly reflects the value of work being carried out.
6. Applicants should note that TTMF, as with other organisations/charities, may receive more applications than it may have funds to support. Even if a project fits within the criteria and priorities of the organisation, TTMF may still be unable to provide a grant.
7. All applicants will be notified of the outcome of their bid and successful applicants will have funding made available, once they have signed a grant agreement.
8. The trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.
9. For organisational grants and any awards in excess of £2,500, we have a formal grant agreement; The Trustees reserve the right to apply particular conditions to any grant.
9. Any surplus funds not required for the approved purpose are to be refunded to the Trust unless otherwise agreed with our Trustees. The Trustees may require repayment of the grant in whole or part if the project or purpose for which it was awarded does not proceed or the grant is used for a purpose other than that which has been agreed.
10. For small grants, under £2,500, we advise applicants of their award and include any bespoke obligations.

Monitoring and Publication

1. If the grant is payable by instalments, TTMF will link payments to the submission of satisfactory progress reports. Payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated through the submission of progress reports at agreed intervals. The Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports.
2. Failure to submit reports at the time specified by the trustees may also jeopardise the continuation of TTMF's support. Any Grants given are to be spent in the 24 months following the date of receipt unless otherwise agreed by the trustees,
3. TTMF will seek to maintain communication with the recipients and may request to receive copies of any published articles, papers or other outputs which may result from the project.
4. Periodic monitoring visits by TTM trustees may be requested during the period of the grant.
5. Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within 3 months of the end of the grant, detailing fully the results and outputs from the project. The grant recipient should inform

TTMF of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.