

Head Outdoors

GRANT-MAKING POLICY

Version 1.0, October 2019

1. Purpose

1.1 This purpose of this policy is to set out the principles, criteria and processes that govern how Head Outdoors makes grants.

1.2 A grant is defined as a financial award Head Outdoors makes from its funds to support charitable activities.

2. Introduction

2.1 The trustees of Head Outdoors ensure proper governance of the grant-making in three ways.

- Through **grant-making principles** which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the trustees. These principles clarify that funds given are the assets of Head Outdoors, and that, where they are involved, donors are *recommending* grants, not *awarding* them.
- Through **grant-making criteria** which set out the activities the trustees wish to support in furtherance of the Head Outdoors' charitable objectives.
- Through **grant-making processes** which set out how decisions are reached for awarding grants.

3. Grant-making principles

3.1 The principles are as follows:

- The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with Head Outdoors' charitable purposes and any restrictions agreed with donors and funding partners.
- Trustees reserve the right to apply conditions to any grant.
- Trustees also reserve the right not to approve any recommendation made by a donor if they determine that the resulting grant would not be charitable, or would conflict with the stated policies or damage its reputation.

4. Grant-making criteria

4.1 Head Outdoors awards grants to recipient organisations under service agreements which limit the scope of services to those which support the objects defined in the Head Outdoors constitution.

4.2 Head Outdoors only make grants to support activity which is charitable in law. Recipient organisations do not have to be registered charities to be recipients of grants. Grants will always be restricted for a specific charitable purpose.

4.3 Grant recipients must demonstrate:

- A track record in service delivery.
- Where applicable, the ability to monitor their service delivery and provide reports as requested to support monitoring by Head Outdoors.
- Implementation of safeguarding and related policies as applicable for the services being delivered.

5. Grant-making processes

5.1 Trustees aim for the grant-making processes to be transparent and to ensure funds are used in the most effective way to further their charitable interests.

All grant fund allocations go through a two-stage process as follows:

- **Recipient Identification & pre-qualification** – potential recipients are short-listed based on ability to deliver services. Recipient identity and status of their organisation must be confirmed. Recipients must agree to transparency and monitoring of the use of Head Outdoors' funds to ensure their use is restricted to an agreed scope of services.
- **Recipient selection** – from the recipient short-list, a grant recipient will be selected using the following criteria:
 - Trustees evaluation of the recipient's ability to deliver the required service
 - Status of the recipient organisation with preference given to charitable organisations, community interest groups and non-profit organisations.
 - Grants cannot be provided to overseas organisations or individuals.
 - Trustees must be unanimous in selection of a grant recipient.

6. Variations to this policy

6.1 The Board of trustees may vary the terms of this policy from time to time.