

Financial Support from Thenue Trust

policy and procedures



Policy Background

Thenue Trust was established on 21st February 2002 under Trust Deed. The purposes of the Trust are to promote, further or support all or any activities now or hereafter deemed by law to be charitable.

The Trust is run by the Trustees. There are currently five Trustees on the Board: the Chairperson, Vice Chairperson, Chairperson of the Finance & Staffing Committee, the Chief Executive and the Head of Finance of Thenue Housing Association Limited.

The Trust has been successful in raising funds from a variety of charitable and community events and it is the responsibility of the Trustees for determining how best to disburse the Trust's funds for the benefit of the communities we operate in.

This Policy was approved by the Trust on 2 September 2009.

Criteria for approval

We will provide grant support for individuals living within the communities where we operate in the furtherance of their personal achievement or personal development.

These grants are designed to provide financial assistance to support local people in the achievement of excellence and personal development in areas such as (but not limited to) education, employment, training, sport and the arts.

Grants will be subject to meeting the criteria and availability of funds.

These grants are available to individuals. The purpose for which the application is made must relate to an opportunity for the improved self-development of the individual or an opportunity to achieve excellence. Where possible grant applications should be supported by an independent/official body.

The circumstances of the application must be exceptional and outside of the normal expenditure an individual would expect to incur by practicing his/her activity.

Consideration will also be given in all cases to the potential community benefit associated with the activity.

There may be exceptional cases in which individuals can be supported who do not necessarily meet the above criteria and these will be assessed on an individual basis at a Trustee meeting only.

Successful applicants will be expected to engage in Thenue Trust publicity.

Examples of activities which we shall fund include:

- the offer of prizes for incentives in respect of special achievement.
- contribution towards the cost of individual items of expenditure such as books, computers, sports equipment, travel costs associated with personal achievement or development where such objectives will benefit an individual and their community.

Grants will not be made for activities which are political, religious or business related.

The criteria for approval of grants will be reviewed by us on an annual basis.

We reserve the right to refuse to fund grant applications which meet the criteria and will not enter into communication about the reasons for refusal. Applicants who have been refused on one occasion can re-apply at a later date.

Applying for grants and delegation of decision-making

All applicants must complete a grant funding application form (attached to end of this document), which can be submitted at any time to Thenue's Community Regeneration Manager who will acknowledge the form on receipt and initially assess requests to ensure that they meet the broad criteria. Applications which meet the criteria will be approved by the Trustees at their meeting or by delegated authority to at least two Trustees. Confirmation of funding shall be in writing by the Trustees.

We will not fund activities or projects retrospectively. If applicants are reliant on us for funding an activity or product they should wait for written confirmation of funding from us before making a commitment to proceed.

Grants may be released at the start of a project where necessary; otherwise the Trustees will make payment of grant on receipt of evidence of expenditure. Applicants must provide relevant information to the Trustees on request about the subsequent use of grants (e.g. details of how the money was spent and to what extent the project benefited the individual /project and community).

Application for Grant

Please note: The criteria is detailed in this attached policy document.

Name of applicant	
Address	
Name of contact person (if different from applicant)	
Position (if applicable)	
Telephone numbers	
Email address	
Please give a brief description of what you are applying for funding for. Please state:	
The purpose of the grant	
How the grant will benefit the applicant	

How this will be achieved

How Thenue Trust's contribution to the proposed activity will be acknowledged

Total sum requested in this application

Total cost of proposed activity

Please give the names of any other organisations which have been, or will be, approached for funding for the same purpose

Financial Information

If you are awarded a grant, what will it be spent on? Please give full details of any expenditure to be incurred and where this will come from

Potential/actual funder	Amount applied for	Amount secured	Total
Total			

Signed

Name (please print)

Date

For office use

Decision

Signed

Trustee

Signed

Trustee

Date

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