

THE ALLEN FOUNDATION  
BOARD ACTIVITY



## Activity

As a Board of Trustees, your Foundation supports projects that have a positive impact on communities.

### 1. Familiarise yourself with your role on the Board

As **BOARD MEMBER** your role is to:

- Ensure you understand the foundations aims
- Identify projects that will enable the foundation to benefit the general public
- Reduce risk
- Ensure the Foundation achieves maximum impact

### 2. Familiarise yourself with the Grant-making Policy of the Foundation

### 3. The Grants Secretary will present the project summaries individually

- a) Score the project
- b) Discuss – what do you like / dislike about the application
- c) Offer your decision to the Board: Approve, Defer or Decline.

### 4. The Grants Secretary and the Chairperson will then agree

- a) Approve – confirm grant amount
- b) Defer – further information required
- c) Decline – reasons for rejected application



# THE ALLEN FOUNDATION GRANT-MAKING POLICY



## 1. Purpose

The purpose of this policy is to set out the principles, criteria and processes that govern how the Allen Foundation makes grants across all fund types. A grant is defined as a financial award made by the Foundation from its funds to support charitable activities to registered charities or charitable community groups.

## 2. Introduction

The Allen Foundation is a registered charity (number 304115) benefiting communities particularly, although not exclusively, in Winchester. A board of Trustees governs the Foundation, and a small staff team led by the Grants Manager has delegated responsibility for day-to-day activities.

**2.1** The trustees have one route to govern the Allen Foundation's grant-making. Its Grant-making criteria provide the public statement of the activities the Trustees wish to support in furtherance of the Foundation's charitable objectives. The criteria also include those activities that they do not currently wish to support because the trustees do not consider them to be in line with the Foundation's purpose.

## 3. Grant-making Criteria

The Trustees wish to make grants to a wide range of organisations and are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations in the primary area of benefit (Winchester).

While not excluding large UK-wide charities, the Foundation normally only makes grants to such organisations where there are strong relationships in the primary area of benefit and the proposal has potential to achieve a substantial impact.

**3.1** Trustees expect that grants will normally achieve one or more of the following outcomes:

1. **Community Benefit** – helping groups maintain, expand or provide new services, with an emphasis on quality and effectiveness.
2. **Community Buildings** – providing new or improved facilities for both existing and new community groups.
3. **Community Cohesion** – bringing groups of the community together, providing outreach to those on the fringes of their community and strengthening society overall.

### 3.2 Grant requests which the Trustees will normally support:

- Contributions to capital costs
- Community Buildings including Places of Worship
- Activities which solely support community groups or activities
- Grant-making by other organisations

3.3 The lowest amount that a grant will normally be made for is £500. There is no upper limit, but applicants should be mindful of the Foundation's average grant size of £5,000.

## 4. Grant-Making Processes

In setting grant-making processes, the trustees have determined they should be transparent and address the interests of both applicants and the wishes of donors and funding partners. To this end, all external grant requests go through a three-stage process as follows:

1. Allocation to available funds according to their availability and criteria; requests that cannot be allocated to live funds are rejected.
2. Assessment by staff to determine whether the request should be shortlisted for support.
3. Review of the assessment and recommendation by a fund advisor, panel, the Board, or by a person acting with the delegated authority of the Board. Grants not recommended are rejected.

## 5. Decision Making Process

Members of the Board consider applications alongside the assessment by staff and panel / fund advisor and will either:

- **Approve** - give full recommendation; or approve in part or with conditions.
- **Defer** - request further information/highlight key concerns; applicants will be asked to address these concerns and resubmit a revised application.
- **Decline** - applicant will receive a full explanation as to why the funding request was declined.

*Version 3 approved by the Board October 2016*