

## APPENDIX 2

## DRAFT SMALL GRANTS POLICY

The City of London Open Spaces, with the exception of City Gardens and the Cemetery & Crematorium, are registered charities. As the trustee of these charities, the City of London and its members must ensure that the open spaces are carrying out their stated purposes for the public benefit.

The City of London recognises that third party non-profit organisations make a significant contribution to the objectives of the open space charities. Working in partnership with a variety of non-profit organisations is an effective method of furthering the aims of the charities.

Four of the Open spaces charities: Epping Forest, Hampstead Heath, Ashted Common and Coulsdon Common have assisted third party organisations by providing funding. This policy sets out the City of London's, acting on behalf of these charities, position on providing financial support to non-profit organisations or groups who assist in delivering the aims of these two charities.

### The Charities Objectives

In summary these are:

**Epping Forest** - The preservation of Epping Forest in perpetuity by the City of London Corporation as the conservators of Epping Forest, as an open space for the reaction and enjoyment of the public.

**Hampstead Heath** - the preservation of Hampstead Heath for the recreation and enjoyment of the public.

**Ashted Common** - the preservation of the Common at Ashted for the recreation and enjoyment of the public.

**Coulsdon and other Commons** – the preservation of the Open Spaces known collectively as West Wickham Common and Spring Park Wood, and Coulsdon and Other Commons for the recreation and enjoyment of the public.

### Priorities For Support

In line with the charities aims the priorities for funding will be:

- the preservation of the open spaces
- the provision of recreation for the public

The Trustees may prioritise specific types of projects / initiatives from year to year and these additional priorities will be recognised and highlighted within the application process.

The number of projects which can be supported is limited by the amount of funds available for distribution in any one year.

*Do we want to specifically reference funding for insurance or leave it vague so that we don't need to change it in the future?*

## **Principles**

The Charities will apply the following principles:

- Funding will only be granted to projects that deliver activities exclusively within the boundaries of Epping Forest, Hampstead Heath, Ashted Common and Coulsdon Common Charitable Trusts.
- Applications will only be considered from *constituted* 'not for profit' organisations.
- The Charity will not make awards for sums in excess of £500.
- Grants will be awarded every two years commencing financial year 2016/17
- *How do we want to wean current groups off their current level of support?*

## **Exclusions**

The Charity will not fund:

- Individuals.
- Retrospective applications i.e. a grant will not be considered where the expenditure for which the application is being made, has already been committed or spent.
- Ongoing recurring expenses

## **Grant Application Process**

All applications for grants should be completed in conjunction with this policy.

The Grant Application Process will be promoted to the local communities surrounding the charitable Open Spaces.

There will be one closing date and projects which cover a period of no more than *two* years will be considered.

An application form must be completed by using the *online application form* on the COL's website (*www.xxxxx*) or by sending a hard copy of the application form which can be downloaded from the website to *xxxxx* address.

The following information will be required within the application:

1. Organisation name and contact details

2. Purpose and aims of the organisations
3. Geographical location of the project / beneficiaries
4. Details as to why the funding is requested including timeline for the project and why the activity would not be able to take place if the grant was not awarded.
5. Details as to how the organisation aims to successfully fundraise after the grant period is over
6. Details of the Outputs and Outcomes by which the charity will measure the benefit of the funding *e.g. xxx volunteer hours*, including details as to how these outputs and outcomes will be measured and reported back to the *Director of Open Spaces*.
7. *Names and contact details of two referees that support the application.*
8. *Copy of the groups constitution*
9. *Information regarding the identity and financial status of the group*
10. Details of the total cost of the project (costs broken down) and the amount of funding requested.
11. Be signed by the applicant to confirm that all information provided is correct and that the applicant undertakes to comply with the general terms and conditions of the grant.

### **Assessment Process**

1. All applications will be subject to initial assessment to ensure they meet the basic principles for funding.
2. Applicants must be prepared to provide such other information as may reasonably be required in order to assist in the decision making process.
3. That the *Director of Open Spaces (or Chair and Deputy Chair of the Epping Forest and Commons committee and Chair / Deputy Chair of Hampstead Heath, Highgate Wood and Queens Park Committee)* be authorised to award applications up to a maximum of £500
4. The timetable for the Small Grant Fund will bi-annually (*every other year*) be:
  - Promotion of the Grant Fund: *xxxx (when will budgets be confirmed?)*
  - Application closing date: six weeks after Grant Fund promoted
  - Assessment of grants: Weeks seven to nine
  - Applicants advised: Week ten
  - Funds awarded: Week *xxxxxx (need confirmation of period it takes to process a payment if not set up as a supplier)*
5. Applicants should note that it is likely that more applications will be received than funds are available.
6. Even if an application fits within the priorities of the Small Grant Fund and a detailed assessment has been made, it may still not be possible to provide a grant.

7. The trustees will not be obliged to provide an explanation to the applicant should his/her application be unsuccessful.
8. The decision of the *City Of London's Director of Open Spaces* (depending on 3 above) on whether to fund a grant is final.

### **Monitoring And Publication**

In order to ensure the ongoing suitability of the awarded grants and the success of grant making activities, a system of monitoring and reporting will be put into place for each grant.

1. Monitoring visits by representative of the City of London's Open Spaces Department may be expected during the period of the grant.
2. The awarded organisations are required to recognise the funding received in any publicity or advertising material.
3. The outputs and outcomes detailed in the application are to be reported annually to the *City of London's Director of Open Spaces*. Reporting should not be onerous but should capture relevant information that is applicable for monitoring the value of grant making activities. Failure to provide such information may result in remaining / future funding being denied.
4. Grants must be used within the timescale stipulated in the application.
5. Those organisations receiving funding must ensure that:
  - a. all local applicable laws and working practices associated with the work are fully and properly applied e.g. health and safety, insurance etc.
  - b. That suitable safeguarding policies are in place in cases where the applicant work with children or vulnerable adults.
6. Grants are restricted funds. They may only be used towards the project costs outlined in the application submitted to the Trust or as subsequently agreed in writing.
7. Where the grant is for a specified project or purpose and where that project / purpose does not proceed or where any grant or part thereof remains unused, unused funds must be refunded to the City of London.
8. Where in the Charities opinion the grant has not been used for the purposes for which it has been given, the grant must be repaid.
9. The City of London's Director of Open Spaces will report on grant making activities on an annual basis to the relevant committee.