

3.8 Grant Making

3.8.1 Policy

It is the Club's policy to apply funds in accordance with the terms of the Clubs' Constitution and to make grants to causes where the Club believes that its contribution will make a difference. The Club will only make grants in furtherance of its charitable objects and in particular will apply at least 90% of the funds per annum to local charitable needs, with the remaining funds for international aid as the needs arise, except in specific cases of disaster appeals where the funds raised must go (through Lions Clubs International Foundation) to the detailed cause.

The Club would not normally support applications from large national charities (unless it is from and for the local branch use) or charities dedicated to issues deemed by the Club to be already well funded.

The Club is prepared to work with other local charitable organisations to fund initiatives beyond the financial scope of a single organisation.

The Club receives requests for funds from many local organisations each year (e.g. schools, local charities, local authority departments, etc) and it is the policy of the Club that, unless there are exceptional circumstances, only those appeals made in advance of expenditure are to be considered.

The Club will consider each application for support, whether from previous recipients of grants or from previously unsuccessful applicants on their own merits. Whilst the Club will have regard to the outcome of previous grants, any new application will not receive preferential or adverse consideration.

In some instances when the Club approves a grant, and for a variety of different reasons, the obligation is not taken up immediately by the intended recipient. It is the Club's policy that the Welfare / Good Causes Committee regularly reviews outstanding obligations. If such obligations are not taken up by the intended recipient within 6 months of the date when the obligation is made, then the Welfare / Good Causes Committee may terminate the obligation without prejudice to future requests by the intended recipient.

It is the Club's policy to monitor all grants made. Where the grant is for an extended period, project progress should be reported by the grant recipient on a regular basis. It is the Club's policy to consider inviting individual recipients (eg students on overseas voluntary work) to make a presentation to Club members about their completed project.

3.8.2 Definitions

- Grant: a grant is a sum paid to an applicant and would usually be between £50 (fifty pounds) and £1,000 (one thousand).
- International Aid: these are grants made to charities that work internationally, such as Water Aid & Dentaid.
- Lions Clubs International Foundation (LCIF): established in 1968 to support the efforts of Lions clubs and partners in serving communities locally and globally, giving hope and impacting lives through humanitarian service projects and grants. In particular the Foundation addresses issues, on a worldwide basis, associated with sight, youth, disaster relief and humanitarian needs. LCIF does not provide funds into war zones.
- Disaster Appeal: this is where the Club responds rapidly to a natural disaster (eg flood, tsunami, and earthquake) and may also initiate a collection from the public. The resulting funds are transferred to LCIF for its specified use or to the Multiple District Disaster Fund for national disasters (eg flooding).
- Specific Cause: an appeal usually in response to a natural disaster.
- Local charities: eg youth groups, groups working with the elderly, residential and nursing homes, individual appeals.
- Youth and children's organisations: eg sport-related groups or individuals, scouting and guiding, youth group activities, and young people undertaking overseas assignments that offer benefit to others.
- Community facilities: eg relief of hardship for individuals and families, village hall projects, community group initiatives.

3.8.3 Implementation

The Club has established a Welfare / Good Causes Committee and this is the primary mechanism for determining the fair distribution of Warminster Lions Club (CIO)'s charitable aid and services to local and, where appropriate, to Lions' national and international programmes. The aid provided shall include both the physical and financial resources of the Club.

The Chairperson of the Welfare / Good Causes Committee will be a trustee of the Club and will produce and maintain minutes of meetings and actions where appropriate. His/her monthly report will be part of the Club's monthly magazine.

The Welfare / Good Causes Committee will only be made up from Club members in good standing and will deal with routine and emergency aid applications and, where necessary, will identify the leader of special charitable projects.

The Welfare / Good Causes Committee will usually meet once per month and will assess all appeals, which must be made to the Club in writing, for charitable assistance, whether in cash or kind.

Applications for grants should be made to The Secretary, Warminster Lions Club, c/o Hill View, 12 Westbury Road, Warminster, BA12 0AN, or via the Club's website, or directly to the Welfare / Good Causes chair person. The Secretary will forward a copy to the Chairman of the Welfare / Good Causes Committee, who will retain a copy on file.

Applications should include appropriate details from the following listing and reflect the level of the grant requested:

- The purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose.
- Provide adequate information regarding the identity and financial status of the applicant and/or of the status of the person(s) who will carry out the project/work.
- Demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant in relation to any risk of injury by reason of the project or purpose for which the grant is awarded.
- All equipment purchased with the grant is owned and remains the property of the grant recipient (whether an organisation or an individual).
- On receipt of the grant, either by cheque or through bank transfer, a written acknowledgement of the receipt is to be issued to the Welfare Committee chairman.
- To comply with the Data Protection, Act 1998, applicants are required to consent to the use of personal data supplied by them in the processing and review of their application. This includes transfer to and use by such individuals and organisations, as the Club deem appropriate.
- The Club requires the assurance of the applicant that personal data about any other individual is supplied to the Club with his/her consent. At the point of submitting an application, applicants are asked to confirm this consent and assurance. No personal data is ever disclosed in writing in reports or verbally to Club members, or to other bodies.

The Welfare / Good Causes Committee will consider applications for grants from local charities, communities, organisations, authorities and agencies and from individuals in need. It will generally give priority to those within the Club's BA12 operating area.

The Welfare / Good Causes Committee assessment process will include an initial assessment to ensure that the application meets the basic criteria for funding.

Grants will be considered at Welfare / Good Causes Committee meetings and a written response detailing the outcome of the application for funding will usually be provided to all applicants. The Club will not be obliged to provide an explanation to the applicant should the application be unsuccessful. However, the importance of feedback is recognized, and where appropriate suitable comment will be provided to the applicant.

Applicants should be aware that the Club receives many applications and that even if a project satisfies the criteria and priorities of the Club and a detailed assessment has been made, the Club may be unable to provide the grant.

The Welfare / Good Causes Committee Chair person is authorised to 'commit' up to £50 to any individual appeal without prior notification to the Club, but must notify the Club at the next Trustees and Business meetings. All appeals in excess of £50 which are recommended by the Welfare / Good Causes Committee shall be notified to the Club prior to the next Business meeting for consideration. In an emergency, the £50 allowance can be extended by consultation with the Club President.

Successful applicants may be expected to provide feedback which details progress, as well as a final statement of how the grant monies have been invested. This may be in writing or may be a visit to a Club meeting to deliver a personal report. Where appropriate, Club representatives may be allowed to visit the applicant to view the progress / success of the project.

The Club will seek applicants' approval to the use of their information and project details for publicity purposes, including on-line, in print and otherwise.

The Chairperson of the Welfare / Good Causes Committee will provide a verbal report to the Board of Trustees and to the Club business meeting.

The Chairperson of the Welfare / Good Causes Committee will ensure that risk assessments are carried out in accordance with Section 3.5 of the Club Operating Manual for each of the community service projects every year. A file copy of each risk assessment is to be retained.

The Chairperson of the Welfare / Good Causes Committee will maintain records indicating club donations to local, national and international charities and activities.

3.8.4. Responsibilities

- The Welfare / Good Causes Committee Chair person is responsible for calling and chairing meetings of the Welfare Committee. He/she is to ensure that the Welfare / Good Causes Committee adheres to the policies and procedures detailed in this document, producing minutes, keeping records and delivering reports.
- The Welfare / Good Causes Committee Members are responsible for assessing applications in accordance with the policies and procedures detailed here.
- The Club Secretary is responsible for receiving applications and for forwarding them to the Welfare / Good Causes Committee Chair person.
- The Club Treasurer is responsible for keeping financial records, processing grant monies to applicants, and providing the Welfare / Good Causes Committee and Club Business meetings with appropriate financial information.
- The Club President is responsible for ensuring that the Welfare / Good Causes Committee complies with the policies detailed in Section 3.8.1 of this document and for including the Welfare / Good Causes Committee matters in the Club Business and Trustees meetings agendas.