

EKISA UK

Grant Making Policy

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1 PURPOSE

The purpose of this policy is to set out the principles, criteria and minimum standards for processes that govern how Ekisa UK makes grants.

A grant is defined as a financial award made by Ekisa UK from its funds to support charitable activities, usually to Ekisa Ministries International in Uganda or other charitable organisations in Uganda, but sometimes to other bodies or individuals.

Any decision whether to award a grant is at the sole discretion and responsibility of the trustees of Ekisa UK.

2 PRIORITIES

Ekisa UK is a charity registered in the UK (registered number xxxxx), whose first aim is to support the relief and education of disabled children and adults in Uganda, primarily through the work of Ekisa Ministries International.

3 PRINCIPLES

The principles which the trustees will apply in considering applications for grants are:

- The trustees will consider any requests raised by individual trustees or by third parties;
- Requests may be made on behalf of organisations or individuals
- Requests may originate from any geographical area in the UK, Uganda or other country;
- Requests must be submitted in writing for consideration at a formal board meeting of trustees. Applications must include a full budget and justification for all anticipated expenses;
- Requests can only be approved and grants authorised by a majority vote of trustees at a board meeting;
- Before the grant is authorised, the trustees shall carry out sufficient due diligence to ensure that the proposed use of funds meets both the aims and priorities of Ekisa UK and the requirements of all applicable laws;
- The trustees are happy to work in partnership with other grant making bodies, for example, where funding of a single project is beyond the scope of a single grant making body. However, the requirements of this policy shall be a minimum standard in such cases.

4 DUE DILIGENCE

The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary;
- That funds are applied in accordance with Ekisa UK's objectives and in accordance with the written proposal approved by trustees;
- That funds are not knowingly used for:
 - Money laundering in accordance with the applicable Money Laundering Regulations;

- The financing of terrorists in accordance with the Terrorist Act 2000;
- Bribery in accordance with the Bribery Act, 2010.

The trustees of Ekisa UK may elect to extend the due diligence beyond the proposed beneficiary and to include other parties including partner(s) in grant making or other supporting organisations or individuals.

The trustees shall adopt a risk rated approach to due diligence. Risk factors shall include:

- The size and duration of the grant;
- The country of residence of the proposed recipient;
- The geographical location in which the grant is to be applied;
- The nature of the relationship between the charity and the beneficiary(ies).

The due diligence assessment shall be documented and considered by the trustees before approving the grant.

Grant size shall be an important risk factor and the larger the grant, the greater the level of due diligence to be undertaken.

Where the beneficiary is well known to the trustees, and the relationship is well established and long standing, the amount of due diligence to be taken is likely to be commensurately reduced.

The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for an extended period (greater than 12 months) additional due diligence shall be undertaken. Further due diligence shall also be undertaken on material change of circumstances of the beneficiary.

5 ADMINISTRATION

5.1 Administration Of All Grants

For all grants, Ekisa UK trustees must be confident :

- Of the purpose of the proposed grant, including an understanding of the work and the way in which the grant will be managed and applied;
- Of the person(s) responsible for the management of the grant and for overseeing the work;
- That all applicable local and international laws and working practices associated with the work are fully complied with;
- That suitable and appropriate safeguarding practices are in place in cases where the beneficiary will work with children or vulnerable adults.

Grants will be provided by electronic transfer of funds, to an account specified by the beneficiary utilising the normal procedures and controls adopted by Ekisa UK.

Where the grant is for a specified purpose, and where any part of the grant remains unused for whatever reason, unused funds shall be returned to Ekisa UK.

All written application for grants shall be stored and, eventually, disposed of by Ekisa UK in accordance with the requirements of the UK Charity Commission, UK Data Protection legislation and applicable local requirements.

5.2 Reporting On Grant Usage

The beneficiary of every grant shall make a final report in writing to the trustees explaining how the money has been spent and the results achieved.

5.3 Administration Of Large Grants

For large grants, as decided upon by the trustees, in addition to the requirements set out in Sections 5.1 and 5.2 above, the trustees may require regular reports in an appropriate form to be specified on the progress and achievements since the last progress report, and which includes any changes to the nature or the location of the ongoing work.

At the option of the trustees, and in agreement with the beneficiaries, payment may be made at various stages, following completion of specified aspects of the project.

6 DECISION MAKING

The decision of the trustees on whether to award a grant is final.

The trustees are not obliged to provide an explanation of their decision to applicants in the event that an application is not successful.

7 UPDATING

This policy will be reviewed and updated as often as necessary, and as a minimum once every three years.