

V-Aid (Victual Aid)

Grant Making Policy



**Grant Making Policy approved by Trustees on
13/10/26**

The policy will be subject to an annual review.

Signed: *C. Lau* (Christin Lau on behalf of Trustees)

Grant Making Policy

This policy lays out our aims and principles in awarding grants and also a range of specific checks. Which will be applied to any given grant will depend on the nature of the grant application and will be decided on a case for case basis.

Inevitably, these will be more robust for any overseas grants, in order to comply with HMRC and Charity Commission guidelines on the transfer and management of funds for overseas projects.

GRANT MAKING PURPOSES

V-Aid may make grants or provide financial support where this furthers the charity's charitable purposes and is in the best interests of the charity.

The type of organisation, individual, activity or geographical area supported may vary according to V-Aid's charitable objects, available resources and priorities at the time.

The trustees may establish particular funding priorities from time to time without limiting their ability to consider other appropriate requests that fall within V-Aid's charitable purposes.

GUIDANCE TO APPLICANTS

Funding Criteria

Applications or requests for support will be considered where they further V-Aid's charitable purposes and where any necessary due diligence has not identified unacceptable risks.

The level of information and checking required will be proportionate to the nature, value and risk of the proposed grant. V-Aid may consider applications from charities, community organisations, other not-for-profit bodies, statutory organisations and, where appropriate, individuals or other organisations, provided that any funding is used only for purposes consistent with V-Aid's charitable objects.

The trustees may take account of available funds, likely impact, urgency, value for money, other available support and any other relevant factors when deciding whether to award a grant.

There is no automatic entitlement to funding and the amount of any grant will depend on the circumstances and resources available at the time.

Funding Statutory Services

Whilst there is no general legal prohibition on charities funding public services, we would only consider doing so if there was either no, or inadequate provision.

Were we to do so, we would follow [Charity Commission CC37](#) guidelines and only subsidise public services where there was a clear justification for doing so. We would:

- Ensure that decisions were based on the law and in the interests of the charity's beneficiaries.

- Ask questions and challenge assumptions about what public authorities are prepared to fund or have a duty to fund.

- Use such considerations to inform grant-making policies.

Funding Priorities

The number of good applications is likely to exceed the funding available, so the trustees use the following criteria to help them in making decisions on how best to allocate funding.

- Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding.

- Any other priorities that the trustees may from time to time decide.

Reporting

V-Aid may require recipients to provide appropriate information about how a grant has been used and, where relevant, the difference it has made. The level of monitoring and reporting will be proportionate to the size, nature and risk of the grant. For small or straightforward grants, confirmation of expenditure or other simple evidence may be sufficient.

Grants to Individuals

Where V-Aid considers making a grant or providing financial support to an individual, reasonable steps will be taken to establish that there is a genuine charitable need and that the proposed support is appropriate.

The information requested will be proportionate to the circumstances and V-Aid will avoid seeking unnecessary personal or sensitive information. Where appropriate, V-Aid may ask for supporting information from a trusted organisation or professional familiar with the individual's circumstances.

Depending on the nature of the support, V-Aid may make payment directly to a supplier or request receipts or other reasonable evidence of expenditure

Grants to Organisations

V-Aid will take a proportionate, risk-based approach when considering grants to organisations. The level of information required will depend on factors including the value and purpose of the grant, the organisation involved, the location of the activity and any particular safeguarding, financial, regulatory or reputational risks.

Where appropriate, checks may include:

- the organisation's identity and legal or charitable status;
- its purposes and activities;
- relevant financial information;
- safeguarding, insurance or regulatory arrangements where relevant to the funded activity;
- whether appropriate licences or permissions are in place;
- the intended use of the funds; and
- any significant legal, financial, fraud, bribery, sanctions or other risks.

For overseas or higher-risk grants, additional checks and controls may be used where reasonably necessary.

V-Aid may attach conditions concerning the use of funding, assets or materials created through a grant where this is appropriate to protect the charity and ensure charitable funds are properly applied.

Submission of Applications

V-Aid may use an application form, written request, referral, email or other suitable method to obtain the information needed to consider a grant.

The information requested will be proportionate to the nature and value of the proposed award and may include details of the applicant, the purpose of the funding, the amount requested, relevant costs or budget information, evidence of need and the expected benefit.

V-Aid may request additional information or supporting documents where reasonably necessary before making a decision.

GRANT MANAGEMENT

Trustee Decision Making

Grant decisions will be made by the trustees or by persons acting under an appropriate delegation approved by the trustees. Decisions should be made in V-Aid's best interests, taking account of the charity's purposes, available resources, relevant risks and the information reasonably available at the time.

Specialist advice or referrals from trusted organisations may be used where appropriate.

Grant Conditions and Remedies

V-Aid may set appropriate conditions for a grant. Where funding is not used for the agreed purpose, or significant conditions are not met, V-Aid may take proportionate action. This may include seeking further information, suspending or withholding further payments, varying or ending the grant, or seeking repayment where appropriate.

Notification

Applicants will normally be informed of the outcome of their request. Successful applicants will be advised of any relevant conditions, reporting requirements or other obligations. The formality of any agreement will be proportionate to the size and nature of the grant.

Data Protection

Personal information relating to applicants and grant recipients will be handled in accordance with V-Aid's Data Protection Policy and relevant data protection requirements.

Safeguarding

Where a grant involves children, adults at risk or other safeguarding considerations, V-Aid will take proportionate steps to satisfy itself that suitable safeguarding arrangements are in place. The nature of those checks will depend on the activity, organisation and level of risk.

Checks and Due Diligence

V-Aid will carry out due diligence appropriate to the nature and risk of the proposed grant. This may include confirming the identity and status of the applicant, the intended charitable use of the funds and considering significant financial, legal, safeguarding, sanctions, fraud, bribery or reputational risks.

V-Aid will not knowingly provide funds for unlawful purposes. Due diligence will be carried out in accordance with V-Aid's Due Diligence Policy and will be proportionate to the circumstances.

Promotion

Often those we are trying to reach are the least able to be able to research and find us and to make effective applications. Consequently, it is important to ensure that

those we are seeking to reach are made aware and that the application process is kept as simple as possible.

Ways in which people can be made aware include promotion:

- Via websites, such as funders, local community groups and foundations.
- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in village/town, churches or mosques, doctors' surgeries and shops.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

For some groups, we may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.

Regulatory Guidance

[Grant Funding an Organisation That Isn't A Charity.](#)

1. [Work with other charities: making grants to other charities.](#)

1. [Know your partner, key issues to think about.](#)

1. [CC37: Charities and public service delivery.](#)