

HOUSE OF INDUSTRY ESTATE APPLICATIONS

CRITERIA FOR THE AWARD WITHIN THE TRUST DEED

The Criteria upon which assistance can be awarded is detailed below:

The income of the Charity may be applied as follows:

- a.** Subject to payment of expenses the Council shall apply the income of the Charity in relieving either generally or individually persons resident in the Borough of North Bedfordshire who are in conditions of need, hardship or distress by making grants of money or providing or paying for items, services or facilities calculated to reduce the need, hardship or distress of such persons.
- b.** The Council may pay for such items, services or facilities by way of donations or subscriptions to institutions or organisations which provide, or which undertake in return to provide such items, services or facilities for such persons.
- c.** In exceptional cases the Council may grant relief to persons otherwise eligible who are resident immediately outside the Borough but in the opinion of the Council ought nevertheless for sufficient reason to be treated as if resident, or who are located for the time being within the Borough.

The income shall not, however, be applied as follows:

- a.** In relief of rates, taxes or other public funds but may apply income in supplementing relief or assistance provided out of public funds.
- b.** To commit the Charity to repeat or renew the relief granted on any occasion in any case.

GUIDELINES FOR THE AWARD OF GRANTS ESTABLISHED BY THE TRUSTEES

(other than grants made for the purposes of direct awards to individuals)

1. Whilst each application for financial assistance will be considered on its own merits, provided it falls within the criteria of the Charity, generally, applications should be for one-off non-recurrent funding for specific projects or equipment and normally the Trustees would only provide grant assistance as follows:
 - a. Normally, no more than 1 application will be considered from each organisation in any 3 year period.
 - b. Normally awards should only be made to registered charities. The Committee may, by exception, make awards to other not-for profit organisations where it is considered that the organisation provides a service that meets a charitable need to relieve need, hardship or distress in the Borough that is unlikely to be met by registered charities or public sector bodies. Such awards will be limited to organisations that the Committee is satisfied have robust governance processes in place to ensure the funding awarded is used solely for the intended purposes.
 - c. For capital items up to £25,000 which do NOT involve works to land or property (with any larger requests only being considered by the Trustees in exceptional circumstances). Applications including expenditure on goods or services in excess of £1,000 should have three independent quotations provided for each such item of expenditure;
 - d. For revenue funding for one-off emergency purposes of up to £20,000 provided that, where applicants receive such assistance, they be advised that the Trustees will not normally renew revenue assistance in future years. The applicant should demonstrate that the organisation cannot otherwise meet the expenditure (for example it would reduce reserves below a reasonable level or present an imminent risk of insolvency). Applications will be evaluated based on the finances of the legal person submitting the application. Where such funding is granted, the Trustees may impose certain conditions, e.g. performance monitoring;
 - e. For revenue funding for specific projects, including additional salary costs, for up to two years from organisations wishing to provide enhanced or additional services for service users who meet the Charity's key criterion of being in need, hardship or distress, subject to the organisation providing annual reports on the outcome to the Trustees. Such funding,

where granted, may include the provision of marginal costs specific to the project (i.e. additional costs incurred directly as a result of the project) but the Charity will not make a contribution to the organisation's existing general overheads or management costs through project funding. Funding will not be provided for items or services such as branding or marketing chargeable services;

- f. Awards will not normally be made for reoccurring projects, but the Trustees may by exception agree to subsequent applications for the same projects where there is a clear ongoing need for the service that is unlikely to be met from other providers;
 - g. The Committee will not make an award to contribute to an organisation's existing general overheads or management costs. Awards may include additional overhead costs incurred by the recipient directly as a result of the award, e.g. if the award funds the appointment of an additional employee, costs such as recruitment, training, personal equipment for the employee, etc. may be included.
 - h. Awards will not normally be made for projects or services that compete with existing services where the Committee considers there is adequate provision in the Borough.
 - i. For applications for assistance in excess of £10,000, or where further clarity is considered necessary, the Council Officers responsible for the administration of grant applications on behalf of the Trust may invite applicant organisations to meet with officers to discuss the scoping of their request before submission to the Trustees.
2. The Trustees may consider an application for assistance from an organisation in meeting its ordinary operating costs where emergency funding is not required but where the activities of the organisation are considered to be of exceptional benefit to residents in need, hardship or distress and where the award will better enable provision of those service. Only one award would normally be made to the same organisation on this basis within any four year period.
 3. The Trustees will particularly welcome applications where an award will enable the applicant to leverage additional grant funding from other grant giving bodies (e.g. matched funding awards).
 4. Awards will normally only be made to organisations which have been in existence for at least two years.

TERMS

1. Sums awarded should be spent within two years of the date of the meeting the award was made. If the organisation fails to spend the award by the deadline, the full grant or any part remaining will be returned to the Committee for redistribution, unless the Committee agrees otherwise;
2. Applications will be evaluated based on the finances of the legal person submitting the application. Normally it is expected that the following information should be provided by applicants;
 - a. a statement of their policy on reserves
 - b. the level of reserves held and an explanation of why they are held
 - c. where material funds have been designated, the amount and the purpose of the designation should be explained
 - d. where designated funds are set aside for future expenditure, the likely timing of that expenditure
 - e. the number of Bedford Borough residents assisted, or expected to be assisted, by the organisation
3. Bedford Borough Council's Chief Officer responsible for the administration of grants has delegated authority and shall decline applications from organisations not meeting the criteria and guidelines established by the Trustees for an award;
4. Applications will not be accepted where; after allowing for reasonable reserves in accordance with the applicant's reserves policy, the applicant has sufficient funds in reserves to fund the project;
5. Applications for retrospective funding (i.e. requests for reimbursement for capital items/services or facilities for which the organisation had already paid) will not be considered;
6. Any award granted to an organisation is for the specific approved purpose rather than simply a cash grant and if, for whatever reason, after the actual drawing down of the award for the original purpose a balance sum remains, that the sum must be returned to the Trustees for redistribution or a requested submitted for a change of use (see below);
7. Where an organisation is awarded a grant by the Trustees, the amount granted will be limited to no more than the sum requested in the final written application from the organisation;

8. Awards are made specifically for the items requested in the original application. No changes to the items/amount agreed for purchases can be made without the express permission of the Trustees through a change of use request;
9. In order for an award to be approved, organisations must be able to demonstrate that they have processes and procedures in place to ensure that the funding will only be used in accordance with the requirements of the House of Industry Estate Trust Deed. If the organisation also assists persons who are not resident in the Borough or who are not in need, hardship or distress, it must demonstrate how it will ensure the funding in its entirety supports Borough residents in need, hardship or distress.
10. Organisations are normally required to pay for goods/services and then be reimbursed by the Charity on production of suppliers' copy invoices. The Charity is unable to make payment to an organisation on a pro forma invoice. Where the organisation has insufficient funds to pay for the goods or services prior to receipt of the grant, the Council's Chief Officer responsible for the administration of grants may approve payment subject to being satisfied that the funding will be used for the purpose for which the award was made;
11. Organisations requesting funding/or a change of use of funding already agreed by the Charity for any purpose, may be invited to send their Chief Executive or fundraiser to the Trustees' meeting to answer questions on both the work of the organisation and the application (if called upon to do so by the Chair of the Trustees);
12. The awarding of funding must not be construed as implying in any way that funding will be provided for any longer than the period specified in the award.