

Miles for Smiles Grant making policy



1. The Objects of Miles for Smiles (“the Charity”)

Under the terms of the CIO Constitution dated 10th July 2023, the objects of the Charity are:

FOR THE PUBLIC BENEFIT, TO RELIEVE THE NEEDS OF PEOPLE WITH LIFE LIMITING OR LIFE CHANGING HEALTH CONDITIONS, OR WHO ARE DISABLED, LIVING IN SOUTH DERBYSHIRE, NORTHWEST LEICESTERSHIRE OR EAST STAFFORDSHIRE BY PROVIDING GRANTS TO INDIVIDUALS IN NEED TO ENHANCE THEIR QUALITY OF LIFE, CHARITIES AND OTHER VOLUNTARY, COMMUNITY ORGANISATIONS WHO SUPPORT THOSE IN NEED AND WHOSE CHARITABLE PURPOSES ARE IN LINE WITH THOSE OF MILES FOR SMILES

2. Principles of Support

The trustees achieve their objects by fundraising through delivering local community events such as family fun days, music events, evenings with events where guest speakers talk about their career and an annual walking challenge and distributing the funds raised, with real and substantial discretion and in accordance with the laws of England and Wales and the charitable purposes and objectives of the charity.

The trustees will be involved in selecting the ultimate purpose which the funds will be applied and ensuring that the funds are applied in accordance with the charitable purpose intended.

Our application and monitoring processes enable us as a board of trustees to control and allocate the assets of the charity for its charitable purposes only.

As part of our application process, the trustee board will ensure that the funds distributed to a charity or voluntary community organisation will be of public benefit. We will ask questions within the application form that will enable the trustee board to gain an understanding of what sections of the public will benefit from the grant and whether those individuals that will benefit from the service aligns with the Miles for Smiles charitable purposes of providing support to people with life limiting illnesses, life changing illnesses or people with other types of disabilities.

As part of our application process, the trustee board will ensure funds distributed are applied only to individuals who meet the criteria of a life limiting illness, life changing illness or other types of disability in order to qualify for support.

Applications from organisations will need to fit within the criteria of disability or ill health.

Applications from individuals will need to fit within the criteria of disability or ill health.

Any incomplete application form will be rejected if it does not enable us to identify and select beneficiaries and establish that you as an individual or organisation qualify for support.

Where charities and voluntary community organisations apply, we will require a copy of your signed and dated governing document to enable the trustees to complete part of its due diligence to ensure that the funds granted are only used for charitable purposes in accordance with the laws in England and Wales.

The Trustees will monitor the use of those funds granted, see section 8 of this policy to ensure they are only expended on their charitable purposes in accordance with the laws of England and Wales.

The Trustees will require a written report from recipients of the grant on the end use of the grant to enable them to ensure that the monies granted have been used for the intended purpose.

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

We will identify and select beneficiaries based on:

Applications from individuals, charities or voluntary community organisations based or residing in the 3 geographical areas of South Derbyshire, North West Leicestershire and East Staffordshire are eligible for consideration in addition to meeting one of the 3 criteria listed below

Organisations

- Disability

Registered charities or voluntary community organisations whose purpose is to provide relief of need to beneficiaries that have a disability, by providing a service to enhance their quality of life.

- Ill Health

Registered charities or voluntary community organisations whose purpose is to provide relief of need to beneficiaries that have life limiting or life changing illnesses, by providing goods or services.

Individuals

- Disability

Individuals who have a disability and require support to enhance their quality of life.

- Ill Health

Individuals who face life changing or life limiting illnesses that require support to manage their health and well being.

2.1 Applications must be made by individuals or registered charities or voluntary, community organisations.

2.2 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the trustees will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.

2.3 Both successful and unsuccessful applicants will typically not be considered for second and subsequent applications within 12 months of their most recent grant application decision.

2.4 The Charity will not make individual awards to organisations or individuals in excess of £10,000.

3. Exclusions

- The Trustees will not approve the use of the Charity's funds for projects outside South Derbyshire, North West Leicestershire and East Staffordshire.
- The Trustees will not approve the use of the Charity's fund to social enterprises, private organisations or statutory organisations.

4. Handling Request for Assistance and additional criteria for grants

The trustees will consider any requests or known situations that will assist in the delivery of its objectives:

- From any resident or charity , voluntary community organisation based in South Derbyshire, North West Leicestershire and East Staffordshire
- Grants will only be awarded to those organisations that fall within the principles of support section
- The trustees will carry out sufficient due diligence to ensure that the request or situation aligns with the charitable purposes of Miles for Smiles, and the principles of support set out in this policy
- Individuals, Registered Charities and voluntary, community organisations that make a successful application may be awarded a grant of up to £10,000 in any one year
- Any charity or voluntary community organisation requesting support must demonstrate that it is properly managed and able to ensure that any funds awarded will

only be expended on their charitable purposes according to the laws of England and Wales and as detailed in their grant application

- An organisation providing services to young people and/or vulnerable people must demonstrate that it has appropriate safeguarding rules in place before any grant can be considered.

5. Applicants Due Diligence

The trustees will carry out sufficient due diligence of any potential beneficiaries.

An application from an organisation needs to be an applicant who is an organisation registered with the charity commission or with clearly stated charitable purposes.

An application from an individual needs to demonstrate the support required is based on their life limiting or life changing illness or other disability

All applications will be reviewed to ensure that:-

- The identity of the beneficiary is correctly recorded
- That funds are applied in accordance with the charity's charitable purpose
- The funds are knowingly not used for any illegal activities
- Grant size will be an important risk factor as the larger the grant the greater the level of the due diligence taken
- Where the proposed beneficiary is known to the trustees and the relationship is long standing and well established the amount of due diligence taken is likely to be reduced

6. Grant application process and Administration

All applications for grants should be completed in conjunction with this policy. They must be made by using the on-line application form on the Charity's website www.milesformilesuk.com

The online application process includes an application form which can be downloaded and once completed needs to be sent to the charity by e-mail to milesformilesenquiries@gmail.com

Grants will only be awarded to those organisations and individuals that fall in the criteria of principles of support.

Applications can be received on a rolling basis.

All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Trustees may reasonably require in order to assist them in their decision-making process. Grants will be considered by the Trustees at their monthly meetings, and the Trustees will

aim to write to all applicants informing them of the outcome of their application for funding within six weeks of receipt of a complete application.

The Trustees will provide an explanation to the applicants should their application be unsuccessful to explain the reasons for decline.

The trustee's decision on whether to award a grant is final.

Applications for grants should be made by all beneficiaries in writing stating the purpose of the proposed grant and should include an itemised breakdown showing how the sum requested has been calculated.

The person responsible for the management of an organisational application needs to be either a trustee or a person within the organisation that has delegated powers to act on behalf of the organisation.

The charities normal payment authorisation process will be applied to any payments.

- Where formal written applications have been received or other records maintained these will be stored and subsequently disposed of in accordance with the UK data protection legislation.

Before awarding a grant to any individual, the Trustees require that the application should:-

Provide adequate information regarding the identity and financial status of the applicant and/or of the applicant's household.

Be signed or verified by the applicant (or in the case of applications by persons under the age of eighteen years by their parent or guardian) to confirm that all information provided is correct.

7. Assessment process

7.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Trustees may reasonably require in order to assist them in their decision-making process. Grants will be considered by the Trustees at their meetings, and the Trustees will aim to write to all applicants informing them of the outcome of their application for funding within six weeks of receipt of a complete application.

7.2 Applicants should note that, as with many other grant giving organisations, Miles for Smiles receives far more applications than it has funds to support. Even if an application fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.

8. Monitoring and Publication

8.1 It is the policy of the Trustees to monitor all grants made.

Before a grant is provided to any charity or voluntary community organisation terms and conditions of the grant will be stipulated. Such as progress of a project against agreed targets and and/or milestones. The representative of the charity will need to sign those conditions to confirm that the organisation funded will comply with any reporting processes. These reporting processes will enable the trustee board to verify that the funds have been used for the purpose stated within the application form and that they are in line with the Miles for Smiles charitable purposes.

If the grant to a charity or community /voluntary organisation is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress of a project having been demonstrated. The Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the time specified by the Trustees may also jeopardise the continuation of the Charity's support.

Where a grant is given to an individual, receipts of purchase of products or services will need to be provided as evidence that the money has been used for the intended purpose.

The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.

8.2 Monitoring visits by representatives of the Charity may be made during the period of a grant.

8.3 The Trustees also expect to receive copies of any published articles, papers or other outputs which may make reference to the project or item that Miles for Smiles have funded.

Adopted on 10/07/2023

Revision 1