

**GRANT MAKING POLICY**

1. **Introduction**

The Steve Talboys Foundation supports children and young people in Surrey, Greater London, Bristol and Gloucestershire to experience the life changing benefits of amateur sport in their local community.

Applications are welcomed from:

**1.1** Local amateur sports clubs, associations or trusts for children and young people in Surrey, Greater London, Bristol and Gloucestershire

* 1. Individual children or young people in Surrey, Greater London, Bristol and Gloucestershire who may be held back by their financial situation from pursuing their sporting goals.

Applications must meet the Charities objects, goals and values, and meet the principles outlined below. The number of projects supported by the charity is, of necessity, limited to the amount of funds available for distribution in any year.

**2. Guiding principles**

In awarding grants, Trustees will apply the following principles:

**2.1** Applications from Surrey, Greater London, Bristol and Gloucestershire are eligible for consideration.

**2.2** Applications from fully constituted amateur sports clubs, associations or trusts in the geographical areas listed above, or by Individuals living, attending school, or belonging to a sports club based in those areas are eligible for consideration.

**2.3** Applications must be for children and young people between five and twenty-eight years of age. In exceptional cases, the trustees may consider applications from persons outside these parameters.

**2.4** Applications for individual children or young people must be from amateurs, not professionals. Individual applications must not exceed £2000, and the total number of grants and the total sum awarded in any consecutive period of twelve months will not normally exceed three, or £6,000 respectively.

**2.5** Applications for an individual child or young person must be supported by the following:

**2.5.1** Names and full contact details of two referees who are prepared to support the application.

**2.5.2** Adequate information regarding the identity and financial status of the applicant and/or the applicants household.

**2.5.3** Adequate information regarding the applicant’s sporting achievements and reasons for financial support

**2.5.4** Signed and verified by the applicant (or in the case of applicants by persons under the age of eighteen years by his or her parent or guardian) to confirm that all information provided is correct

**2.6** 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.

**2.7** In the case of a second or subsequent application by sports clubs/associations/trusts, the Trustees would expect to see evidence of active fundraising and/or other support for the charity since the previous award was made.

**2.8** The charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

**3. Exclusions**

The Trustees will not normally approve the use of the Charity’s funds for purposes for which the government has a statutory responsibility to provide.

**4. Grant applications process**

All applications for grants should be completed in conjunction with this policy and made using the application form. Application details are available to download from [www.stevetalboysfoundation.org](http://www.stevetalboysfoundation.org) Completed applications must be submitted via email to [enquiries@stfuk.org](mailto:enquiries@stfuk.org)

Applicants will be informed within 7 days of receipt of applications of the timescale of the the decision-making process.

**5. Assessment process**

**5.1** 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 to assist them in their decision-making process.

**5.2** The charity may receive 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.

**5.3** The Trustees will not be obliged to provide an explanation to the applicant should his/her application be unsuccessful.

**6. Monitoring and Publication**

Trustees will monitor the progress of projects and individuals awarded grants. Before a grant can be awarded, conditions may be stipulated appropriate to the application and progress may be assessed against agreed targets and/or milestones.

**6.1** Monitoring visits by representatives of the Charity may be made during the period of the grant.

**6.2** If the grant is payable in instalments, then payment of subsequent grant instalments may be dependent on satisfactory progress having been demonstrated.

**6.3** 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. 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.

**6.4** The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the grant.

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