

# The Bradbury Foundation Grant Making Policy



## 1. Introduction

The Bradbury Foundation ('The Foundation') is a grant-making charity dedicated to making grants in furtherance of charitable purposes for public benefit as determined by its trustees. This policy outlines the principles and procedures for awarding grants to charities, not-for-profit, and volunteer-led community projects within Lincolnshire and the East Riding of Yorkshire whose applications clearly meet the objects of the Foundation and are in furtherance of charitable purposes for the public benefit.

## 2. Objectives

The Foundation aims to award grants to registered charities or organisations with charitable purposes for the public benefit as determined by its trustees:

1. to relieve poverty, hardship, and distress by supporting initiatives aimed at enhancing financial literacy, employability, and access to essential resources,
2. to advance education by supporting innovative educational programmes that promote lifelong learning and skill development,
3. to promote health and well-being supporting organisations and initiatives focused on healthcare and mental health,
4. to support arts, culture and heritage and amateur sport,
5. to support projects that provide relief of those in need, by reason of age, ill-health, disability, financial hardship or other disadvantage,
6. to provide relief and assistance for projects that focus on vulnerable groups such as the young, elderly, disabled, and those experiencing financial hardship or other forms of disadvantage,
7. to support the advancement of environmental protection or improvement by funding projects and initiatives aimed at conserving natural resources, reducing pollution, and enhancing green spaces and;
8. to support any other charitable purpose that falls within the definition of charitable purposes as defined by the Charity Commission for England and Wales.

This includes providing support to charitable activities and organisations that align with the trust's overall mission and values for exclusively charitable purposes for public benefit.

## 3. Areas of Focus

The Foundation supports charitable initiatives that:

- enhance financial literacy, employability, and access to essential resources.
- promote lifelong learning and skills development through innovative educational programmes, including those relating to the advancement of sport or the arts.
- support healthcare and mental health initiatives.
- assist vulnerable groups, including the young, elderly, disabled, and those experiencing financial hardship.
- conserve natural resources, reduce pollution, and enhance green spaces.

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## 4. Eligibility Criteria

The charity will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues.

- **Charities** - organisations must have a written constitution, with exclusively charitable aims, and be run by a minimum of at least 2 trustees.
  - In making grants, trustees will comply with Charity Commission guidance, to ensure that it is in the charity's best interests, check that any money is used as it is expected to be, and the decision recorded in the minutes.
- **Governmental Agencies** - support will only be considered where there is either no, or inadequate statutory provision.
- **Other Organisations** - in the event that the trustees wish to support an organisation that isn't a charity they are aware of and would comply with the Charity Commission's guidance on doing so.
- In particular, they would ensure that the grant is only for furtherance of the charity's purposes. Any funding or support costs would be limited to the specified activities, services or outcomes that the grant agreement requires to be complied with, there is no more than incidental personal benefit, and the trustees can demonstrate that the decision is in the charity's best interests.

Grants will be made based on the funding available and solely on merit.

To be eligible for a grant, applicants must:

- Be a registered charity, not-for-profit, or volunteer-led community project that meets a charitable purpose as defined by the Charity Commission for England and Wales.
- Operate within Lincolnshire or the East Riding of Yorkshire within a 25 mile radius of any of the Forrester Boyd offices.
- Align with one or more of the Foundation's areas of focus.
- Demonstrate a clear need for funding and the potential for significant impact.

Grants will not normally be made to the following types of organisation or for the funding of the following types of activity:

- Salaries, staff costs, rent costs, utilities, administration and or any other running costs
- Support of ongoing service delivery
- Applications that will only benefit one person, including scholarships and bursaries
- Expeditions, recreation or activities taking place outside the UK
- Fundraising events or grants to ongoing appeals
- Work that has already taken place
- Work that is primarily the statutory responsibility of public agencies
- Activities of local organisations which are part of a wider network
- Promotion of religious or political messaging
- Advertising, promotion, sponsorship or marketing of events or services
- Conferences or seminars
- Equipment which will be retained by an individual rather than a charity, not-for-profit organisation or community group

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- Sports-based charities, unless the objective is to improve the lives of vulnerable or disadvantaged individuals;
- Charities whose primary purpose is the support of animal welfare;
- Projects which could harm the reputation of The Bradbury Foundation

We may consider supporting the costs of salaries as long as you can demonstrate how these contribute to achieving the charitable outcomes of the project.

## 5. Grant Application Process

5.1 **Initial Enquiry:** Potential applicants should submit an initial enquiry via email to:

[hello@thebradburyfoundation.org](mailto:hello@thebradburyfoundation.org).

5.2 **Application Submission:** Eligible organisations are invited to submit a full application, including:

- A detailed description of the project.
- Objectives and expected outcomes.
- Budget and funding requirements.
- Monitoring and evaluation plans.

5.3 **Assessment:** Applications will be assessed based on:

- Alignment with the Foundation's objectives.
- Demonstrated need and potential impact.
- Organisational capacity and governance.
- Financial viability and sustainability.

5.4 **Decision Making:** The trustees will review applications and make funding decisions at quarterly meetings. Trustees' decisions will be in line with the Charity Commission guidance (CC27). The trustees have the discretion to reject any application they feel is not in furtherance of the Foundation's charitable purposes. Applicants will be notified of the outcome within six weeks of the meeting.

## 6. Grant Conditions

Successful applicants must:

- Sign a grant agreement outlining the terms and conditions.
- Use the funds exclusively for the approved project.
- Submit regular progress reports and a final evaluation report.
- Grants are limited to a maximum of £2,000 per application.
- Grants will not be considered by any applicant where support has already been received in the last financial year (1 April – 31 March). Grants cannot be applied for in relation to projects that have already been completed.

## 7. Monitoring and Evaluation

The Foundation will:

- Conduct regular reviews of funded projects to ensure compliance with grant conditions.
- Require grantees to report on progress and outcomes.
- Evaluate the impact of its grant-making activities to inform future funding strategies.

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## 8. Governance

The Foundation's trustees are responsible for:

- Ensuring that grant-making activities align with the Foundation's objectives and legal requirements.
- Reviewing and updating this policy as needed.
- Overseeing the assessment and decision-making process.

## 9. Transparency and Accountability

The Foundation is committed to:

- Transparency in its grant-making processes.
- Accountability to its stakeholders, including beneficiaries and the wider community.
- Publishing an annual report detailing grant-making activities and outcomes.

## 10. Policy Review

This policy will be reviewed annually to ensure it remains relevant and effective in achieving the Foundation's charitable objectives.

## 11. Data Protection

The Bradbury Foundation will use submitted details internally for administration purposes. As some of the information may be classified as "personal data" it will be processed in accordance with the rights and obligations of the Data Protection Act 2018. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed, once no longer needed.

## 12. Checks and Due Diligence

The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that:

- any funding will be applied in accordance with the charity's charitable purposes.
- funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- the applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

We have a robust, risk based due diligence procedure.

## 13. Contact Information

For further information, please contact:

The Bradbury Foundation  
c/o Forrester Boyd Chartered Accountants  
26 South St. Mary's Gate, Grimsby, N E Lincolnshire, DN31 1LW  
Tel: 01472 350601  
Email: [hello@thebradburyfoundation.org](mailto:hello@thebradburyfoundation.org)  
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