**One Kind Act (OKA) –Grant Making Policy**

**Purpose**

**The One Kind Act (OKA) purpose is to support the prevention or relief of poverty, the relief of sickness, the preservation and protection of good health, and the advancement of education, for the public benefit, anywhere in the world. This will be done through the provision of grants, items and services, to individuals in need, and /or through other charities or organisations, as the trustees may in their absolute discretion determine.**

**By poverty we not only mean people who are destitute, but also those who cannot satisfy a basic needs without assistance. Poverty can be linked to factors such as lack of opportunity, unemployment, poor housing, lack of education or social exclusion.**

**Principles**

In awarding grants, the trustees will apply the following principles:

* Applications from any geographical area within UK and overseas are available for consideration.
* The trustees will consider each application on their own merits and will make decisions of where and how their funds will be allocated.
* The trustees will makes sure that the funds will be applied only if adequate evidence is provided to ensure that amount being applied truly reflects the value of work being carried out.
* The board of trustees will judge each case for a grant or donation against One Kind Acts objects, as stated in the governing document (copy available).
* The details of each case will be assessed against the benefit to the public.
* OKA will not normally support applications from large national charities i.e. those with an annual income in excess of £10 million or with £100+ million assets or charities dedicated to issues deemed by the Trustees to be already well funded within the UK.
* OKA will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single consideration.
* The grant/donation size can vary accordingly to the project and the level of need.
* OKA work towards making sure that any benefit is balanced against any detriment or harm by trying to make sure that we look into making sure that OKA is not causing any damage to the environmental, physical or mental health or encouraging hatred towards others.

**Types of Grant**

Applications can be made for revenue funding (projects, running costs) and capital expenditure (buildings, equipment). Some examples of the type of work we prioritise for support through our grants:

Support for communities in areas of high deprivation (these could typically include but not limited to;

(Capital) Classrooms, basic services such a communal latrines or hygiene, water extraction or cleansing, Medical Support Centres etc.

(Revenue) funding of teachers, health care professionals to advice or support etc.

Support services for families in areas of high deprivation caused through location, natural disaster or famine; displacement through social, economic, gender or human rights violations.

Support and housing services for homeless people and those at risk of homelessness as a result of displacement by natural disaster or war.

Projects and services that help maximise the potential of young people who experience educational, social and economic disadvantage; including poverty, displacement, homelessness, lack of basic facilities, inequality, and health.

This information should be read in conjunction with the information about what we cannot fund, which you will find on our [not normally funded](http://www.henrysmithcharity.org.uk/not-normally-funded.html) section below:

**Grants** [**Not Normally Funded**](http://www.henrysmithcharity.org.uk/not-normally-funded.html)

We do not normally make grants towards the following. The list is a guideline and not in any way exhaustive:

* General Appeals, mail shots or letters requesting donations (full applications that follow our guidelines must be submitted).
* To organisations where their work is usually considered a statutory responsibility.
* Colleges or universities
* We will not fund the following unless they are in an area of high deprivation:
	+ Youth clubs, uniformed groups such as Scouts and Guides Pre-school projects, out of school hours play activities or holiday schemes.
* Projects that promote religion or capital appeals for places of worship.
* Arts projects, unless able to evidence therapeutic or rehabilitative benefits to: young people experiencing educational, social and economic disadvantage
* Leisure, recreation or play activities, unless they: significantly improve opportunities and maximise the potential of young people who experience educational, social and economic disadvantage.
* The core work of Mainstream organisations.
* Projects that solely provide legal advice.
* Feasibility studies.
* Organisations that do not have charitable aims (such as companies limited by shares and commercial companies).
* Overseas trips.
* Heritage or Environmental conservation projects or Social research.
* Campaigning or lobbying projects, or general awareness raising work.
* Projects where the main focus is website development or maintenance.
* Organisations that have applied to us unsuccessfully within the previous 12 months (although each case will be looked at individually and based on reason why it was unsuccessful and what has changed since)

**Priorities for support**

The number of projects and grants that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. Priority is given to work with groups at high risk or experiencing poverty and /or social and economic disadvantage and to work that tackles problems in areas of high deprivation.

Whilst each case is looked at individually by the trustees, we have determined that the priorities for large funding (over £10,000) for the next years will be to either provide support for the prevention or relief of poverty, or to those with financial hardship in the poorest areas of developing countries, (such as those who lack the even the most basic essentials to sustain life, such as adequate clean water, food, shelter or the opportunity to have access to basic needs like for example education.)

The priorities in this policy are reviewed every year (or more often if deemed appropriate by the trustees), and may be changed in accordance with the trustees view of the most effective application of available funds at any point in time.

**Application Process**

For smaller one off Grants a simplified application may be acceptable at the discretion of the trustees. To Request an application contact us at info@onekindact.org.

All other applications for grants should be made in the first instance to One Kind Act, 3 Ross Close, Harrow, Middx HA3 6SR and clearly marked for the attention of the trustees. All applications must be made by a way of a paper application form (to be completed in conjunction with this policy).

* The Application Cover Sheet must be completed and submitted with your application. This provides us with key information; your organisation name, full contact details, the name and email address of your main contact, and gives us an idea of the project or work you want us to fund and the amount you are requesting.
* The application should demonstrate the recipient (organization or individual) has and will do proper risk assessment and where applicable be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purpose for which the grant is awarded.
* We also asks for confirmation that your organisation has a Child Protection Policy (if applicable to your work) and that Disclosure and Barring Checks (PVG checks in Scotland) are carried out on all staff and volunteers working with children or vulnerable people.
* Your application should clearly and concisely describe the work your organisation undertakes, your track record, what evidence you have that your work is effective, and provide details of the project or activities you are asking us to fund.  Please include all the following information:
* Your status (e.g. registered charity, company limited by guarantee, not for profit organisation or community Interest Company) and when it was formed or if an individual evidence and details of projects carried out or funded.
* If you are a branch of, or related to, a larger organisation, please explain the nature of the relationship and whether it includes any financial support.
* The range of services or support you or your organisation provides, or wish to provide and the needs/characteristics of the area in which you work, and the people who you help.
* Please include evidence of the difference your service makes to your service users/beneficiaries (i.e. the outcomes of your work) and explain how you monitor and evaluate your work.
* The names and addresses of two independent referees (people who do not currently benefit from your services or that will benefit from you gaining a grant, i.e. not trustees, employees or volunteers).
* Your application must be signed and should either be printed on your organisation's headed paper or accompanied by a covering letter on headed paper.
* For grants applications over £10000.00we may need additional information such as;
	1. Details of your project. (in this section 'project' refers to the work or costs you are asking us to fund, i.e. capital project, activities, services, salary costs or running costs).Why the funds are required, If your project is based on the outcomes of a pilot, please provide details of the pilot, its outcomes, and tell us why the project should continue/develop. The number of people who will benefit. The aims of your project and what outcomes (practical results, changes and/or improvements) you hope to achieve.  If you are requesting a grant to continue an existing project, it is important that you provide information about its impact to date.
	2. How the aims, progress and outcomes of your project will be monitored and evaluated (i.e. how you will know whether and to what degree it has been successful) and how, if appropriate, you will disseminate good practice to others.
	3. How the project will be managed and by whom. (Include information about their experience and qualifications for the job.)
	4. How you will ensure your project is cost-effective.
	5. How your project is currently funded, by whom, and when this funding ends.
	6. Your fundraising strategy for the project, including details of any funds already secured and applications you have made, or plan to make.
	7. A detailed budget for your project must accompany your application. If you are requesting funding over more than one year your budget must reflect this. Please set out costings for each year of the project in separate columns, as well as including a column that provides totals for each item or area of expenditure. Explain from where the balance of funds will be/has been raised if you are applying to us for part-funding.

**Assessment Process**

* All applicants will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the trustees at their meetings and the Trustees will aim to respond to applicants for funding within 3 months of the date of the application.
* The trustees will judge each case for a grant or donation against One Kind Acts objectives (as stated in the governing document). The details of each case and project will be assessed against the benefit to the public.
* Funds will be applied to organisations whose charitable objects and aims (as stated in the governing documents) are in line with One Kind Act.
* Funds will be applied only if adequate evidence is provided to ensure that the amount being applied truly reflects the value of work being carried out.
* Applicants should note that One Kind Act, as with other organisations/charities may receive more applications than it may have funds to support. Even if a project fits within the criteria and priorities of the organisation, OKA may still be unable to provide a grant.
* The trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

**Monitoring and Publication**

* It is the policy of the Trustees to monitor all grants or donations made and they will look at the organisation or individuals request to make sure their activities support the objectives set out in OKA governing document. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. If the grant is payable by instalments , then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and 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. In addition to the reports detailing progress, grant recipients will be expected to provide a statement of how their Charities monies have been spent (with receipts where applicable) and details of any other funds applied to the same project.

* We will make sure we are in regular communication with the recipients and get regular updates (e.g photos, documentary evidence progress reports etc)
* Monitoring visits by representatives of OKA may be expected during the period of the grant.
* The trustees also may request to receive copies of any published articles, papers or other outputs which may result from the project.
* Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within 3 months of the end of the grant, detailing fully the results and outputs from the project. The grant recipient should inform OKA of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.
* After the project/activity has taken place we reflect and discuss the positive and negative aspects and make sure we take this on board and implement any applicable improvements for the future.