

Brentwood Assize House Grant Award Criteria

Decision-Making

The Trustees of Brentwood Assize House shall make its decision on any application for funding strictly in accordance with the law, Brentwood Assize House's charitable purposes, and having regard to the relevant Charity Commission's guidance which from time to time applies.

Guidance to Applicants

Applicants are respectfully advised below of the Brentwood Assize House's criteria for assessing and awarding grants from its limited funds.

Grant applications shall be rejected in the following circumstances:-

Not within the geographical area

- (1) If the funding application does not relate to the geographical area of the Borough of Brentwood, it shall be rejected as the Trustees have no power.

Not for the general improvement of the Borough

- (2) If the funding application is not "for the general improvement" of area of the Borough of Brentwood, the funding application shall be rejected as the Trustees have no power. (Any funding application shall only be potentially granted to the extent that it is for the greater good of the area of the Borough of Brentwood).

Highway funding or Parochial Rates

- (3) Any funding application to the extent that it relates to funding for highways or parochial rates shall be rejected as these matters lie outside Brentwood Assize House's charitable purposes.

Grant applications are generally likely to be rejected in the following circumstances:

- **Day-to-day running costs**- no funding shall be made available for day-to-day running costs.
- **No continuing obligations** - any award of funding shall be only be made on a "one-off basis" with no continuing obligations unless the Trustees agree otherwise
- **Religious or political organisations** - no funding shall be available for any religious or political organisations or those groups affiliated or connected to such organisations.

Grant applications shall be otherwise considered on their merits

Even if an application relates to the Borough of Brentwood and is for the general improvement of the Borough within Brentwood Assize House's charitable purposes, there are limited funds and so the Trustees will exercise their discretion *on a case by case basis*.

The general expectations which are usually required to be met are as follows:-

The Trustees shall generally expect that applicants for funding

- fully complete the **application form** provided by Brentwood Assize House
- to have **insufficient resources** i.e. do not have and cannot reasonably be expected to have or acquire sufficient resources of their own or access to such resources from others with whom they are associated or are to be associated
- to have **exhausted all other available funding options** i.e. shall be able to demonstrate that they have already approached their parish council or other community or charity based source (if there is one) first and have been rejected (in whole or in part), and shall be able to demonstrate that they have exhausted all other available options for funding.
- to have a viable **business case** i.e. shall submit a full written business case for the proposal for which funding is sought (including details of how the proposal is intended to be delivered and what ongoing supervision and support (if any) is intended to be put in place)
- to disclose any **membership of any body** i.e. shall disclose in full any affiliation criteria to or membership of any locally or nationally recognised body
- to disclose any **charitable status** i.e. shall supply full details of any charitable status including their registration number
- to supply **bank account details** i.e. shall supply details of the bank account/building society account into which any award is to be paid
- to evidence **equality and diversity commitment** i.e. shall demonstrate their commitment to equality and diversity to the satisfaction of the Trustees.

Conditions

In the event that the Trustees are minded to make an award, the award shall *normally* be made on the following pre-condition:-

- that binding **match funding** to the same value or greater has been awarded and that there is evidence to the satisfaction of the Trustees of this

Even if an award is to be agreed, the terms of any award shall be on the following basis:

- **verification** - no payment(s) shall be made under any award until the Trustees are satisfied upon the evidence supplied that
 - (a) the relevant stage(s) of the proposal (if any) have been completed to the Trustees' absolute satisfaction or
 - (b) that the proposal's objective has been achieved (if later)
- **granting of consent to verify** - permission shall be given to the Trustees to verify that any funding award has been properly applied for the purposes for which it was made.

Brentwood House Assize Trustees

December 2014