

The Sasha Foundation Grant-Making Policy

1. Purpose

- i. This purpose of this policy is to set out the principles, criteria and processes that govern how the Sasha Foundation makes grants.
- ii. A grant is defined as a financial award the Foundation makes from its funds to support charitable activities carried out by registered charities.

2. Introduction

The Sasha Foundation is itself a registered charity. It is governed by a board of trustees and the Chair of Trustees has delegated responsibility for day-to-day activities.

Its Objects are:

“The provision of financial support and guidance to established charitable organisations

- *in the UK, supporting young people in the UK with a bias towards young people who are suffering from depression and mental health issues or who are confronting drug abuse issues; and*
- *within the UK and Europe, supporting education and healthcare projects and programmes in the third world, with a bias towards education for young women.*

Charitable organisations supported should operate with a low level of overheads relative to their size and income”

The trustees ensure proper governance of the Foundation’s grant-making through:

- grant-making principles, which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Foundation’s trustees. These principles clarify that funds given are from the Sasha Foundation’s assets, and are given against a specific application usually with restrictions on their use
- the published Objectives set out the activities the trustees wish to support in furtherance of the Foundation’s charitable objectives. The trustees accept that they will on some occasions make grants outside the published criteria but that in all such cases the activity supported will be charitable in law
- processes and procedures which set out how decisions are reached for awarding grants from the funds available to the Foundation, including risk assessment (see appendix 2).

3. Grant-making principles

The principles which underpin the trustees’ governance of the Foundation’s grant making take into account the scale and range of its grants and strike a balance between proper oversight by recipients of the application of funds awarded and the need to provide a responsive cost effective delivery of service to beneficiaries.

The principles are as follows.

- The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with the Foundation's charitable purposes and any restrictions agreed with funding partners
- Trustees reserve the right to apply conditions to any grant
- Trustees reserve the right not to approve any recommendation if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with the Foundation's stated policies or damage its reputation.

4. Grant-making criteria

- The Foundation's published guidance on criteria for applications from individuals and groups is set out in the Objects and Appendix 1 of this policy. The goal is to make grants to a wide range of organisations. Trustees are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations in the primary areas of benefit. While not excluding large UK-wide or International charities, the Foundation normally only makes grants to such organisations where there are strong relationships in the primary area of benefit and the proposal has potential to achieve a substantial impact.
- As a registered charity, the Foundation can only make grants to support activity which is charitable in law. Organisations do not have to be registered charities to apply, but the Foundation will only make general running cost or unrestricted grants to charities. Grants to other types of organisation will always be restricted for a specific well defined and regulated charitable purpose. Specifically The Sasha Foundation will not make grants or donations direct to individuals.
- Trustees expect that grants will normally support recipients in maintaining, expanding, or providing new services the outcomes of which demonstrably support the Foundation's core Objectives, with an emphasis on quality and effectiveness
- External applications for support must be made using the Sasha Foundation application form and submitted online
- Grant requests which the trustees will not normally support are:
 - Contributions to general appeals or circulars
 - Religious activity which is not for wider public benefit
 - Public bodies to carry out their statutory obligations
 - Activities which have already taken place
 - Grant-making by other organisations
 - Privately owned and profit-distributing companies or limited partnerships.
- To ensure the Foundation's resources are used solely to further its charitable objectives, and it can report on the impact of grants, trustees normally expect that all grants will have at minimum three measurable objectives agreed at the beginning of the funding period as part

of the grant offer. The minimum grant in response to an external request is £1,000. There is no upper limit, but applicants should be mindful of the Foundation's average grant size.

5. Grant-making processes

Trustees aim for the Foundation's grant-making processes to address the interests of applicants and the wishes of the founding donors. To this end, all eligible external grant requests go through a four-stage process as follows:

1. Allocation to available funds according to their availability and criteria. Requests that cannot be allocated to live funds are rejected
2. Initial assessment to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected unless a sponsoring partner wishes to review them
3. Review and recommendation by one or more Trustee or by a person acting with the delegated authority of the Trustees. Grants not recommended are rejected.
4. Ratification of the recommendation by the Trustees or a person/committee acting with its delegated authority.

A list of ratified grants (and rejections) is formally reported and recorded at Trustees Meetings.

In addition to responding to external grant requests the trustees may at their discretion invite or commission proposals or provide funding in collaboration with others, where doing so would meet the Foundation's strategy and priorities.

The Trustees may delegate responsibility for approval of external requests or invited proposals for grants as follows:

- up to £2,000 may be approved by any two Trustees or one Trustee and a person/committee acting with delegated authority
- for over £2,000 and below £10,000 may be approved by any two Trustees or one Trustee and a person/committee acting with delegated authority. Any recommendations to award a grant must then be ratified by a majority of all Trustees, but does not require a formal Trustees meeting
- for amounts at £10,000 and above approval requires that the recommendations must be ratified at a formal meeting of the Trustees

Recommendations to approve high-risk and unusual grants of any type are not delegated and must be referred to the Trustees. Examples include where:

- there is a question as to whether the grant would be for a charitable purpose
- there are risks around an organisation's long-term liquidity or solvency
- the grant is for unusually large sum, or for a type of organisation, activity or area of benefit not usually supported
- one or more trustees or delegated person have a conflict of interest
- there is a risk of damage to the Foundation's reputation
- there is a potential conflict with the Foundation's policies.

6. Variations to this policy

The Board of trustees may vary the terms of this policy from time to time.

APPENDIX 1: GRANT-MAKING CRITERIA

How do I apply?

All applications must be made using the Sasha Foundation's formal application process and submitted on-line (by email). Further detail is available on our website at www.the.sashafoundation.org.uk.

Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations. We do not normally make grants to large charities, but we might do so where there are strong relationships in our area of interest and the proposal has potential to achieve a substantial impact.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. Grants to other organisations will always be restricted for a specific charitable purpose.

You must have a governing document (constitution, rules, memorandum, and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your group's name with at least two unrelated signatories.

If you have previously had a grant from us, we will not consider any new application unless you have sent us all the required grant reports.

Which area do I need to be in to apply?

If your work is in an area as defined in the Foundation's Objects you can apply on our general form and we will try to match your request to a fund.

What sort of support is available?

We are interested in supporting recipients in maintaining, expanding or providing new services, with an emphasis on quality and effectiveness. In general Sasha Foundation grants are usually for amounts under £10,000. They can be towards running costs (including salaries), projects, equipment or capital developments. The work can be new, continuing or a one-off initiative.

We will not fund requests to support:

- Contributions to general appeals or circulars
- Religious activity which is not for wider public benefit
- Public bodies to carry out their statutory obligations
- Activities which have already taken place.
- Grant making by other organisations
- Privately owned and profit-distributing companies or limited partnerships.

When will I get a decision?

We take up to twelve weeks to decide. We will let you know if you have been awarded a grant or not. If we think your application might be suitable but it will take more than twelve weeks to decide, we will contact you. You should not attempt to contact the Trustees directly: any inappropriate contact with the Trustees will result in the application being rejected.

APPENDIX 2: RISK ASSESSMENT

Policy

The risks that the Trustees are mindful of are:

- damage to its reputation
- losing money through inappropriate investments
- change in the government's policy affecting e.g. grants or gift aid contracts
- inappropriate expenditure by a recipient of funds awarded by the Trustees for a specific charitable purpose

They also acknowledge the importance that they act within their powers as set out in the Trust Deed, act in good faith and only in the interests of the Foundation, making decisions that are within the range of decisions that a reasonable trustee body could make with a responsibility to be sufficiently informed to manage risk taking into account of all relevant factors and any conflicts of interest.

The Foundation follows a structured approach to risk management that is appropriate for its size and complexity, based on the Charity Commissions' detailed guidelines as set out on its web site.

The trustees acknowledge their:

- responsibility to identify, assess and manage risks
- duty to be familiar with the Charity Commissions Guidance on risk management, including:
 - i. the need to routinely identify and assess risks at Trustee meetings
 - ii. evaluate and record what action to take
 - iii. review, monitor and assess the position periodically
- duty to report annually on their risk review process and to confirm the effectiveness of systems and processes set up to manage risk

Checks

Core to the Foundation's risk review is the system of checks used to ensure that recipient organisations are genuine, reliable and competent to carry out the activity being funded. The procedure that will be applied for monitoring each grant made is detailed in the grant application and grant award documentation. Key checks are based around the principal of 'know your recipient' and include:

- due diligence checks on organisations that receive money from the Foundation
- requiring recipients to maintain and make available for inspection proper and adequate financial records for both the receipt and use of all funds together with audit trails of decisions made sufficiently detailed to verify that funds have been spent properly as intended and in a manner consistent with the purpose and objectives of the Foundation.

Where the Trustees identify cause for concern, they are authorised to carry out further checks and where appropriate to report suspicious activities to the relevant authorities, including the police, if they think a crime has been committed