

Grant Making Policy

1. Purpose

This policy outlines our processes in relation to grant making that the trustees of The Lewis Blake Foundation (**1212858**) are responsible for delivering, in line with our charitable objectives.

2. Grant Making Principles

The following principles apply to all grants:

- The trustees have ultimate collective responsibility for all grant-making decisions in line with the charitable purposes and any restrictions agreed with donors and funding partners.
- A minimum of two trustees are required to make decisions on grant applications.
- Each grant is subject to conditions - these are outlined in section 9 and are required to help us achieve our charitable objectives.
- Trustees can decide not to approve any grant that would not be charitable, would conflict with the charities' policies or affect its reputation.

3. Eligibility Criteria

- The child or young person must attend **Gayton Junior School** (Gayton Avenue, Littleover, Derby, DE23 1GA) or **Reigate Park Primary Academy** (Reigate Drive, Mackworth Estate, Derby, DE22 4EQ)
- The family of the child or young person must be in receipt of state benefits such as Income Support, Working Tax Credit, Child Tax Credit / Child Benefit, Income Based Employment and Support Allowance, Universal Credit or receiving free school meals.
- The requested item / activity must not exceed £250 (including shipping and fees).
- Not have received grant funding from us within the last six months (from date of award).

4. What we fund

- Activities / Experiences that children and young people may not be able to participate in due to financial hardship that would support their wellbeing.
- Academic items or equipment that children and young people may not be able to access due to financial hardship.

- Educational support (e.g., private tutoring) that children and young people may not be able to access due to financial hardship.

5. What we don't fund

- We will not provide funding to organisations – the grants are only available to individuals.
- We will not provide cash, bank transfers, gift cards or other cash related transactions.
- We will not provide funding for property & structural changes.
- We will not provide funding for legal support fees.
- We will not provide funding for medical treatment.
- The above is not exhaustive – trustees may choose not to fund items or services that are not in line with our charitable objectives, would conflict with the charities' policies or affect its reputation.

6. How to apply

A grant application must be submitted to us using the form on our website.

A family member, teacher or support colleague of the child or young person may submit the form.

Proof of benefit is required in letter form and must:

- Show the family address given
- Be included with the grant application
- Have been issued within the last 6 months before award of grant
- Where applicable please enclose a copy of the Full Tax Credit Award Notice. Please note that bank statements, incapacity, housing and Council Tax Benefit receipts are not considered to be valid proof.

This is uploaded as part of the form or may be provided after submission – if this is not included, we will contact you to request it.

7. How we decide on applications

We review applications on a weekly basis – a minimum of two trustees make a decision on the applications.

Each application is reviewed on its own merit and the trustees will aim to fund all applications that meet our charitable objectives, but this is subject to compliance with our policies and available funding.

Trustees do not partake in any grant making decisions in which they are deemed to have a conflict of interest.

8. How grants be paid

Once grant funding is approved, you will be contacted to advise the outcome of the award.

Payment will be made directly to the supplier for the items or service that are displayed on the grant application.

If the item or service is no longer available, we will ask you for an alternative supplier if it is the same cost or lower than the cost of the original item. If none are available or we deem them not to be from a reputable supplier, we reserve the right to cancel the grant award. This will be a decision made by two trustees.

9. Any conditions attached to grants

The item or service must be used for that child or young person stated on the grant application – the item or service must not be sold or given to another person.

We request to receive a letter or email from the child, young person or their family on the impact of our grant award.

We will reserve the right to use letters or emails (redacting personal information) for our marketing materials and charity reporting. We will not use photographs you provide as we respect your privacy, unless you give consent.

10. Data Protection

Applicants' data will be held in accordance with data protection legislation. 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