

Grant Making Policy

17th August 2021

1 The aims of the Army Cadet Charitable Trust UK (“ACCT UK”)

- 1.1 Under the terms of the Memorandum and Articles of Association dated 21 November 2015, the objects of ACCT UK are:
 - 1.1.1 To give mental, moral and physical training to young people and so to form and develop the character of each as to enable them to make a good start in life and to develop in them principles of good citizenship.
 - 1.1.2 To promote the efficiency of the Army Cadet Force through fostering the activities of Army Cadets and advancing the youth leadership abilities of Army Cadet Force Adult Volunteers.

2 Priorities for support

- 2.1 The number of projects which can be supported by ACCT UK are, of necessity, limited to the amount of funds available for distribution in any year and is generally issued on a first-come first-served basis.

3 Principles

- 3.1 In awarding grants, the Trustees will apply the following principles:
 - 3.1.1 Applications from any geographical area within the UK (but not overseas) are eligible for consideration.
 - 3.1.2 Applications must be made by individuals or ACF sub-units.
 - 3.1.3 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous application, any new application will in no way receive preferential or adverse consideration.
 - 3.1.4 ACCT UK will not normally make individual awards for sums in excess of £1,000.
 - 3.1.5 ACCT UK will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

4 Exclusions

- 4.1 The Trustees will not normally approve the use of ACCT UK’s funds for any ACF focussed activity that is not authorised by the ACF chain of command.

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Registered charity in England, Wales and Northern Ireland (305962) and in Scotland (SC039057)

5 Grant application process

- 5.1 All applications for grants should be made in writing to Grants Officer in conjunction with this policy. They must be made by email to grants@acctuk.org or by sending a hard copy of the application to Grants Officer, ACCT UK, Holderness House, 51-61 Clifton Street, EC2A 4DW.

6 Information requirements before awarding a grant

- 6.1 Before awarding a grant to any individual, the Trustees require that the application should:
- 6.1.1 Inform the Trustees of the purpose of the application and the way in which the grant will be used.
 - 6.1.2 Inform the Trustees of the names and full contact details of the Cadet or County's CEO and Cadet Commandant.
 - 6.1.3 Provide adequate information regarding the identity and financial status of the applicant and/or of the applicant's household. ACF Counties applying for a grant will be required to provide information on the value of 'non-public funds' held.
 - 6.1.4 In the case of an individual application be signed by the applicant (or in the case of applications by persons under the age of eighteen years by his or her parent or guardian) to confirm that all information provided is correct.
 - 6.1.5 In the case of an application by a sub-unit of the ACF be signed by the CFAV or PSS member in charge of the activity.

7 Assessment process

- 7.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Applicants must be prepared to provide such other information as the Trustees may reasonably require in order to assist them in their decision-making process.
- 7.2 Certain grants will be approved for awarding on an ongoing basis by the senior management team, and reported back to each meeting of the Finance and General Purposes Committee. The Trustees will aim to write to all applicants informing them of the outcome of their application for funding within four weeks of the date of the application.
- 7.3 Unusual or exceptional grants will be considered by the Trustees at the Finance and General Purposes Committee meetings.
- 7.4 Applicants should note that ACCT UK can receive more applications than it has funds to support. Even if an application fits within the criteria and priorities of ACCT UK and a detailed assessment has been made, ACCT UK may still be unable to provide a grant, or may award a lower level of grant than that requested.
- 7.5 For ACF County grants the value of 'non-public funds' held will be considered when deciding on the level of grant (if any) to be awarded.

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- 7.6 The Trustees will not be obliged to provide an explanation to the applicant should his/her application be unsuccessful.

8 Monitoring and Recognition

- 8.1 It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated appropriate to the application and progress will be assessed against agreed targets and/or milestones. If the grant is payable in 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 ACCT UK's support. The grant recipient should inform ACCT UK of any extenuating circumstances whereby the submission of any report is delayed, to allow a mutually acceptable date for submission to be agreed.
- 8.2 As part of the terms and conditions of the grant award, recipients will be required to submit a report relating to the use of the grant and its impact, which may be used by ACCT UK for marketing purposes.
- 8.3 Monitoring visits by representatives of ACCT UK may be made during the period of a grant.
- 8.4 We encourage recipients to share news of their ACCT UK grant as this helps with fundraising for future grants.
- 8.4.1 Should the activity or equipment funded by the grant be featured in any written publication including online, proper acknowledgment of ACCT UK as the donor must be made, using the following form: 'This activity / equipment was paid for / part paid for with a grant from ACCT UK.'
- 8.4.2 The Trustees also expect to receive copies of any published articles, papers or other outputs which may result from the grant.

9 Policy Review

- 9.1 This policy will next be reviewed in June 2022.

Attachments:

Annex A –Grant Application Form

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