

# Grant Making Policy

25<sup>th</sup> October 2023

## 1 Introduction

- 1.1 The Army Cadet Charitable Trust UK (ACCT UK) is an incorporated charity governed by a Memorandum and Articles of Association dated 25 March 2023, which states the objects of ACCT UK as being:
  - 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 (ACF) through fostering the activities of Army Cadets and advancing the youth leadership abilities of Army Cadet Force Adult Volunteers (CFAVs).
- 1.2 ACCT UK seeks to meet these objects through the use of charitable funds to make grants to ACF cadets and CFAVs.
- 1.3 This policy provides an overarching framework for ACCT UK's charitable grants. Where necessary separate grant guidelines will be produced detailing the terms and conditions of specific grant programmes and annexed to this policy.

## 2 Governance

- 2.1 The ACCT UK grants budget is set by Trustees each financial year and runs from 1 April to 31 March. This budget cannot be exceeded without the prior agreement of the Trustees.
  - 2.1.1 The ACCT UK branches are responsible for setting their own grant budgets as required.
- 2.2 The number of projects which can be supported by ACCT UK are therefore, limited to the amount of funds available for distribution in any year. Funds will generally be issued on a first-come first-served basis.
- 2.3 The Finance and General Purposes Committee is the body responsible for the awarding of ACCT UK Grants, and for reporting on those grants to the ACCT UK Board of Trustees. The committee recognises that applications for grants come in throughout the year and want ACCT UK to be seen as a responsive and helpful organisation. Decision making on grant applications is therefore delegated by the Finance and General Purposes Committee basis to the senior leadership team and finance manager, a minimum of 3 of whom are required for each decision.

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- 2.3.1 The Director of Development will report back on decisions taken to each meeting of the Committee.
- 2.3.2 The ACCT branches are responsible for agreeing their own panel for decision making which will require a minimum of 3 members for each decision including the respective ACCT UK Trustee; and reporting systems to the branch committee.
- 2.4 All ACCT UK Grants, including those awarded by ACCT branches, above the value of £1,500 per individual or £3,000 per ACF County, and unusual or exceptional grants must be referred for decision to the Trustees at the Finance and General Purposes Committee meetings. This requires a minimum of 3 Trustees for each decision.
- 2.5 A report of ACCT UK grants issued each year will be available at the AGM.

### **3 Priorities for Support**

- 3.1 ACCT UK have identified the following priorities for support through the grant programmes:
  - 3.1.1 Grants to support an individual cadet or CFAV, or groups of cadets and CFAVs, to take part in activities authorised by the ACF Chain of Command that they would not otherwise be able to afford.
  - 3.1.2 Grants to support the development of CFAVs and senior cadets, in particular their ability to deliver challenging and educational activities for cadets in the future.
  - 3.1.3 Grants to support the development of cadet infrastructure such as the routine development of the Cadet Management Information System, or contributions to the refurbishment or replacement of cadet estate in collaboration with HQ-Regional Command.
  - 3.1.4 Grants to ACF Counties, to take part in activities authorised by the ACF Chain of Command, through the purchase of necessary equipment that is not normally funded by the Chain of Command.

### **4 Grant Making Principles**

- 4.1 ACCT UK have agreed the following set of principles for its grant making. These can be restricted further when applied to individual grant programmes as necessary, but they cannot be widened without agreement by the Trustees:
  - 4.1.1 Applications will be accepted from or on behalf of individual ACF cadets, CFAVs, detachments, counties, ACF employees and any other organised groups within the ACF.
  - 4.1.2 Applications from any geographical area within the UK are eligible for consideration. Applications from non-UK based cadets, CFAVs and organised ACF sub-units are not permitted.
  - 4.1.3 ACCT UK will not normally make individual awards for CFAVs if they are in receipt of Volunteer Allowance for the same activity. Consideration will be given if explicitly supported by the Cadet Commandant in cases of hardship or similar extenuating circumstances.

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- 4.1.4 ACCT UK will not normally award grants where the activity or purchase has been conducted prior to the application being submitted. In such cases ACCT UK will require evidence of the costs incurred prior to a grant decision being made.
- 4.1.5 ACCT UK will not normally fully fund an activity or purchase, it being an important principle that the applicant make a contribution or undertake additional fundraising.
- 4.1.6 ACCT UK will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

## **5 Exclusions**

- 5.1 In addition to the general principles of grant making, there are a number of exclusions. ACCT UK will not normally approve the following for grant funding:
  - 5.1.1 Any individual or group not meeting the requirements as stated in section 2.3
  - 5.1.2 Any ACF focussed activity that is not authorised by the ACF chain of command.
  - 5.1.3 Any equipment that can be obtained through the MOD system.
  - 5.1.4 Any adventurous training delivered as part of an ACF's Annual Camp or as Army Cadet Syllabus qualifying activity.

## **6 Application process**

- 6.1 It is important that ACCT UK's grant programmes are accessible, with details published on the ACCT UK website.
  - 6.1.1 Where this is not possible, such as for the ACCT Branches, care should be taken to communicate all funding opportunities to the respective ACF Commandants.
- 6.2 All calls for application for grants should include any deadlines, specific guidance for that grant programme, instructions on where and how applications are to be submitted. There should always be an option to submit via email or post.
  - 6.2.1 There are two standard application forms for ACCT UK grants: One for ACCT UK County and individual applications, and one for CFAV qualifications. These can be adopted by the ACCT Branches for use as necessary.
- 6.3 The application form used must include the following information:
  - 6.3.1 The purpose of the application and the way in which the grant will be used.
  - 6.3.2 The names and full contact details of the Cadet or County's CEO and Cadet Commandant.
  - 6.3.3 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.
  - 6.3.4 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.
  - 6.3.5 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.

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## **7 Assessment and award**

- 7.1 All grant applications should be subject to initial assessment to ensure they meet the criteria stated within grant making principles.
- 7.2 When making grant decisions ACCT UK will in principle look to support any application meeting the stated requirements, but will balance the needs of the applicant with the funds available.
  - 7.2.1 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.
- 7.3 The grants panel should have regard to the outcome of all previous applications made by the applicant, however they must ensure that all applications from previous recipients of grants or from previously unsuccessful applicants are considered on their own merits. No new applications should receive preferential or adverse consideration as a result of past decisions.
- 7.4 ACCT UK aim to inform all applicants of the outcome of their application for funding within four weeks of the date of the application.
- 7.5 ACCT UK will not be obliged to provide an explanation to the applicant should his/her application be unsuccessful
- 7.6 When awarding grants a contract must be issued clearly stating the activity being supported, total value of grant and date by which the funds must be spent. Additional conditions may be stipulated as appropriate to the application.
  - 7.6.1 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.
- 7.7 Grants will generally be paid in full. If the grant is payable in instalments, then payment of subsequent grant instalments should be made dependent on satisfactory progress having been demonstrated.

## **8 Policy Review**

- 8.1 This policy will next be reviewed in October 2024.