

## **NORTHERN IRELAND LOCAL GRANT MAKING POLICY**

### **October 2024**

#### **1. Introduction**

- 1.1 The Northern Ireland committee known as ACCT NI, is an established regional committee of ACCT UK. It reports to, and is governed by the Board of Trustees of ACCT UK.
- 1.1.1 The committee exists to promote the objects of ACCT UK in Northern Ireland.
- 1.1.2 ACCT NI seeks to assist ACCT UK in meeting these objects through the use of charitable funds to make small local grants to cadets and CFAVs. ACCT NI also seeks to encourage and support larger grant applications to ACCT UK.
- 1.2 This local policy in conjunction with the ACCT UK Grant Making Policy provides a framework for local grant giving.

#### **2. Governance**

- 2.1 A Grants Sub-Committee will be established to oversee the local grant giving process. The membership will be as follows: The President, Vice President[s], Chair, and the NI Regional Trustee. The committee will be supported by the Secretary.
- 2.1.1 The Grants Sub-Committee will set the grants budget for each financial year, which runs from 1<sup>st</sup> April to 31<sup>st</sup> March. The proposed grants budget will be submitted to ACCT UK Deputy Chief Executive annually in October for inclusion in the coming years' charity budget.
- 2.1.2 The Grants Sub-Committee is the body responsible for the awarding of ACCT NI grants and for reporting on those grants to the ACCT NI committee. A minimum of three members, one of which must be the Regional Trustee will be required to be quorate. The Secretary will report annually to ACCT UK on all grants awarded.
- 2.2 There will be a maximum of £250 for individual grants and £1,000 for Battalion or Company grants. The number of projects that can be supported by ACCT NI are therefore limited by the amount funds available for distribution in any one year. Funds will generally be issued on a first come first served basis.
- 2.2.1 If a higher level of funding is required the applicant should revert to the ACCT UK grant policy and application form and make an application to ACCT UK.

#### **3. Priorities for Support, Grant Making Principles and Exclusions**

- 3.1 ACCT NI 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 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 NI 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 committee:
  - 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 ACCT NI 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.
  - 4.1.3 ACCT NI will not normally award grants where the activity or purchase has been conducted prior to the application being submitted. In such cases ACCT NI will require evidence of the costs incurred prior to a grant decision being made.
  - 4.1.4 ACCT NI will not normally fully fund an activity or purchase, it being an important principle that the applicant makes a personal contribution or undertakes additional fundraising.
  - 4.1.5 ACCT NI 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 NI will not normally approve the following for grant funding:
  - 5.1.1 Any ACF focussed activity that is not authorised by the ACF chain of command.
  - 5.1.2 Any equipment that can be obtained through the MOD system.
  - 5.1.3 Any adventurous training delivered as part of an ACF's Annual Camp or the delivery of external multi-activity packages.
    - 5.1.3.1 ACCT NI are more likely to support adventurous training grant applications that will lead to an individual qualification or will improve the capacity to deliver AT within the ACF County.

## 6. Application Process

- 6.1 It is important that ACCT NI and ACCT UK's grant programmes are accessible. Details of ACCT UK and ACCT NI grant programmes are published on the ACCT UK website. Details of ACCT NI grant programmes will also be communicated to the ACF battalions by the Commandants and company representatives who sit on the ACCT NI committee.
- 6.2 The ACCT NI application form used must include the following information:
  - 6.2.1 The purpose of the application and the way in which the grant will be used.
  - 6.2.2 The names and full contact details of the CEO and Cadet Commandant.
  - 6.2.3 All applications for a grant will be required to provide information on the value of the contribution being made by the battalion.
  - 6.2.4 In the case of an individual application be signed by the applicant (or in the case of applicants by persons under the age of eighteen be signed by his or her parent or guardian) to confirm that all information is correct.
  - 6.2.5 In the case of an ACF battalion or company be signed by the Commandant.
- 6.3 All applications should be submitted to the ACCT NI Secretary using [acct-ni@acctuk.org](mailto:acct-ni@acctuk.org)

## **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 NI will in principle look to support any application meeting the stated requirements, but will balance the needs of the applicant with the funds available.
- 7.3 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 NI 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 NI will not be obliged to provide an explanation to the applicant should their application be unsuccessful.
- 7.6 When awarding grants, a grant award email will 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 be reviewed in April 2025