

## GRANT-MAKING POLICY

### **1. Purpose**

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Anthony (Tony) Lane Foundation makes grants across all fund types.

1.2 A grant is defined as a financial award made by the Foundation from its funds to support charitable activities to registered charities or charitable community groups, other bodies or individuals.

### **2. Introduction**

2.1 The Foundation is a registered charity (number 1167530) benefiting individuals and groups in Henley on Thames. It is governed by the trustees. The Foundation makes awards to individuals through scholarship programmes so this policy applies solely to organisations.

### **3. Grant-making criteria**

3.1 The aim of the grant-making criteria is to provide clear information from the trustees to those groups who want to apply for grants.

3.2 Guidance on criteria for applications from groups is set out in the Appendix.

3.3 The trustees wish to make grants to a wide range of organisations and are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations in Henley on Thames.

3.4 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 solely support animal welfare;
- Activities which have already taken place;
- Grant-making by other organisations.

3.5 The trustees will specify an objective each year and invite applications which fulfil that objective.

## **APPENDIX: GRANT-MAKING CRITERIA**

### **Grants for groups**

#### **Who can apply?**

We intend to make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations.

Groups do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. You must have a governing document (constitution, rules, memorandum and articles of association etc). You must also have a bank account in your group's name with at least two unrelated signatories.

#### **Which area do I need to be in to apply?**

Our grants are for activities which take place in Henley on Thames.

#### **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 solely support animal welfare;
- Activities which have already taken place;
- Grant making by other organisations.

#### **When will I get a decision?**

We take up to twelve weeks from the published deadline for applications to make a decision. We will let you know by letter if you have been awarded a grant or not.

#### **How to apply**

Applications for support should be made by letter to:

The Trustees of the Anthony (Tony) Lane Foundation  
The Burnside Partnership  
The Carpenters' Workshop  
Blenheim Palace Sawmills  
Combe  
Oxfordshire  
OX29 8ET

Your letter should include:

- A summary of your organisation's objectives;
- Details of financial support including copy quotes or estimates if applicable;
- An explanation of how the financial support if provided would meet the year's stated objective;
- A correspondence address.

If your application is successful then you will be asked to provide copies of your governing documents and evidence of your bank account before funds are released.