

# Grant Making Policy

This policy lays out our aims and principles in awarding grants and also a range of specific checks. Which will be applied to any given grant will depend on the nature of the grant application and will be decided on a case for case basis.

Inevitably, these will be more robust for any overseas grants, in order to comply with HMRC and Charity Commission guidelines on the transfer and management of funds for projects.

## Grant making purposes

We can only fund projects and activities that are exclusively charitable and fall within the objects of the charity, which are the:

- For Advancement of Education: For the public benefit to promote the education of people under the age of 25 years in Sub-Saharan Africa by awarding them scholarships, maintenance allowances or grants tenable at any state or federal university in Nigeria.
- For relief of poverty: For the prevention or relief of poverty in Sub-Saharan Africa by providing: grants, items and services to individuals in need and/or charities, or other organisations working to prevent or relieve poverty.

We define poverty as not having access to the basic necessities of life which the majority of the people would regard as necessary for a modest, but adequate, standard of living. For example, clean water, adequate food, shelter and clothing, and access to basic school education and health services.

The objects focus on Sub-Saharan Africa (SSA) to improve deprivation in the area and reduce inequities. SSA still has the highest rates of multidimensional poverty with 53–58% of its populace classified as multidimensionally poor (Oxford Poverty and Human Development Initiative, 2018, Tewolde and Weldeyohannes, 2018).



## Guidance to applicants

UPLIFTED will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues.

## Funding criteria for individuals

UPLIFTED has clear and transparent selection criteria for provision of grants and scholarships, to ensure funding is provided to the people who need it most. The charity operates a robust and fair meritocratic selection process.

The UPLIFTED eligibility criteria is publicly available on the internet:  
<https://upliftedme.org/eligibility-criteria/>

Scholarships will be awarded on merit base on the criteria below.  
Applicants must:

- Be a citizen of a sub-Saharan African country.
- Be from an underserved community and/or background, particularly underprivileged orphans.
- Have gained admission into a State or Federal University in Nigeria or be working towards it.
- Have exceptional academic performance records with O' Level grades A-C only. Achieve a JAMB / UTME score of 220 and above.

## Funding Criteria for organisations

The charity will consider all applications that fall within our charitable purposes and meet our funding criteria and, for which, the due diligence process has not identified any unacceptable issues.



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- **Charities** - organisations must have a written constitution, with exclusively charitable aims, and be run by a minimum of at least 2 trustees.
  - In making grants, trustees will comply with [Charity Commission guidance](#), to ensure that it is in the charity's best interests, check that any money is used as it is expected it to be and the decision recorded in the minutes.
- **Governmental Agencies** - support will only be considered where there is either no, or inadequate statutory provision.
- **Other Organisations** - in the event that the trustees wished to support an organisation that isn't a charity, they are aware of and would comply with the [Charity Commission's guidance on doing so](#).
  - In particular, they would ensure that the grant is only for to further the charity's purposes, any funding of support costs would be limited to the specified activities, services or outcomes, the grant agreement requires the above be complied with, there is no more than incidental [personal benefit](#) and the trustees can demonstrate that the decision is in the charity's best interests.

The charity does not set any limits on the amount of funding that may be made available, but please note that our funding is limited and, inevitably, we are able to only make small grants. In exceptional circumstances, we may make repeat grants. Grants will be made based on the funding available and solely on merit.

UPLIFTED funding is limited and, inevitably, we are able to only make grants and scholarships to applicants up to the annual cost of State or Federal university education in Nigeria. Grants will be made based on the funding available and solely on merit.

## Funding priorities



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The number of good applications is likely to exceed the funding available, so the trustees use the following criteria to help them in making decisions on how best to allocate funding.

- Those most in need, particularly single or double orphans;
- The most vulnerable, such as people who identify as female at birth;
- Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding;
- Any other priorities that the trustees may from time to time decide.

## Reporting

All grants and scholarship recipients will be required to provide a report on how their grant was used and the impact this has had. The content and nature of information to be reported will be appropriate for the size and type of grant awarded. UPLIFTED will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made. This learning will be used to inform future decision making and policy to maximise the charity's impact.

## Scholarships and grants to individuals

We may make small grants to individuals to meet a particular need relating to university admission and/or education.

In overseas locations, where education and healthcare may not be free to everyone, we may also make grants to enable people to access basic healthcare or schooling, which would otherwise not be affordable. This may include grants to pay for medical treatments and medicines, or books or other educational materials.

We don't wish to pry into people's lives unnecessarily, or make it more difficult for them to apply. However, sadly, there are many fraudsters out



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there and their techniques can be very effective. For grant payments to individuals, we ask individuals to provide receipts.

## **Grants to organisations**

Listed below is confirmation and/or information that you will be required to submit with your application, in order to be considered for a grant. Not all will apply in all circumstances and you should seek guidance from us, if you are unsure.

### **Ethics**

Confirmation that neither the company, directors nor senior management have been the subject of regulatory censure, criminal or civil court action (other than trivial offences), currently, or within the last 3 years.

### **Use of funds**

Confirmation that funding will be used for exclusively charitable purposes, no bribes, facilitation fees or similar will be paid and that no payments will be made to related parties, such as family members or business associates.

### **Finance**

Submission of the latest audited accounts or, if not available, latest company/management accounts, with an explanation as to why audited accounts are unavailable.

An explanation of any material finance related issues that the grantor may reasonably wish to be aware of. These include, but are not limited to a recent modified or qualified audit opinion, or emphasis of matter statement in your most recent accounts, potential loan default, action by creditors to recover debts, cash flow (liquidity) issues, major financial risks, or concerns over longer term sustainability.



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## **Compliance**

Details of company/NGO registration, professional and/or trade body membership, including registration/membership numbers.

Confirmation that any regulatory permissions, licenses or approvals required for the project have been obtained, or an explanation of what action is/will be taken to do so.

## **Safety**

Safeguarding – Applications are to include details of the procedures used to ensure people are kept safe from harm and how management ensure these are applied consistently. These must comply with the charity's safeguarding policy and legislation, and any regulation specific to the activity.

Health & Safety at Work (H&SW) – the organisation has a robust H&SW framework and management oversight, with adequate policies that are consistently applied and training that is undertaken by everyone who needs to and is up-to-date.

Insurance – Details of insurances held, with a certified true copy of the insurance policy.

## **Property/Assets Created**

Confirmation that any assets, intellectual property or other material of financial value created will not be disposed of at any point, without confirmation that any proceeds will be used for an approved charitable purpose and the prior written permission of the trustees. In the event this is not forthcoming, the asset is to be disposed of in accordance with the trustees' instructions.

## **Intellectual Property (IP)**



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Ownership of copyright or other IP, licensing of use. Any new Intellectual Property rights created will be owned by the Donor, to the fullest extent permitted by law.

If you the grantee wishes to use anything that is created, a request may be submitted to the charity for consideration to grant a non-exclusive licence to use it for non-commercial purposes, either in perpetuity, or for a set time period.

## **Grants to organisations outside the UK**

### **Anti-Bribery**

[The Bribery Act 2010 is applicable globally and it is illegal to](#) offer, promise, give, request, agree, receive or accept *bribes*, even *if doing so in an overseas country where is legal*.

[Confirmation that the grantee has robust anti-bribery procedures that are consistently applied, to ensure that the risk of bribery or corruption is minimised.](#)

## **Submission of applications**

- We require submissions to be made using our [application form](#) and these may not be considered, if the word count limits are exceeded.
  - However, you may include relevant supporting documents, such as a programme plan or budget.
- Applications may be sent to us by email attachment.
- Check your submission to ensure that you have included the following:
  - How you meet our funding criteria.
  - And our funding priorities.
  - Information about yourself or organisation.



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- Study/project details, such as amounts, and schedule.
- Budget
- Evidence of the need and impact the funding would have.

## Grant Management

### Systems and Procedures

This grant making policy ensures that the trustees have appropriate systems and procedures in place. Specifically, it:

- Allows trustees to set priorities for funding, which they may change or depart from at their discretion.
- Requires sufficient detail in the grant application, and monitoring procedures, to enable the trustees to identify and assess risks and make informed decisions.
- Enables the charity to carry out appropriate due diligence on organisations applying for grants
- Ensures grants are authorised by the trustees, or within a framework of delegation that ensures appropriate oversight and scrutiny.

### Trustee Decision Making

Applications will be considered by our trustee board, who work to the [Charity Commission C27](#) guidelines on trustee decision making. If appropriate, the trustees may accept referrals from suitably professional organisations and, if necessary, seek independent specialist advice on technical aspects of applications. However, decision making rests at all times with the trustees, grants are awarded entirely at their discretion and their decision is final.

### Remedies



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In the event that the grant or scholarship recipient fails to comply with our grant policy or other instructions in their grant agreement, action that may be taken, such as

- (a) Rescinding the grant or scholarship agreement; or.
- (b) Refusing to accept the provision of any further services and to require the immediate repayment of some/all sums previously paid.
- (c) Requiring the grant or scholarship recipient, without charge to the charity, to carry out such additional work as is necessary to make good the failure.

## Notification

All applicants will be notified of the outcome of their application and successful applicants will have funding made available, once they have signed a grant or scholarship agreement.

For small grants and scholarships issued to individuals, we advise applicants of their award and include their obligations in receiving it.

- Confirming receipt.
- It may only be spent for the purposes for which it was given.
- Any unused portion of the grant is to be returned to the charity.
- Reporting back on how the funding was spent.
- Reporting back on the impact the funding had and.
- Any supporting evidence required, such as receipts.
- Including any deadline for doing so.

## 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 needed.



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## Safeguarding

In making grants to individual or working with other organisations we will comply with [Charity Commission guidance](#) by carrying out relevant due diligence and having a written agreement that sets out:

- Our relationship.
- The role of each party.
- Monitoring and reporting arrangements.

## Checks and Due Diligence

The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that.

- Any funding will be applied in accordance with the charity's charitable purposes.
- Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- The applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

We have a robust, risk based [Due Diligence policy](#).

## Promotion

Often those we are trying to reach are the least able to be able to research and find us and to make effective applications. Consequently, it is important to ensure that those we are seeking to reach are made aware and that the application process is kept as simple as possible.

Ways in which people can be made aware include promotion:

- Via websites, such as funders, local community groups and foundations.



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- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in village/town, churches, doctors' surgeries and shops.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services and charities.

For some groups, we may provide information a different way, such as an additional language, or to make these accessible to people who have disabilities.



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