

## The Make Way Foundation: Grant Making Policy

This grant making policy of The Make Way Foundation (“Make Way” or “The Charity”) lays out our aims and principles in awarding grants and also a range of specific checks. Which of these 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.

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

### Grant Making Criteria & Priorities

**Funding Criteria.** 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.

- **Charities** - it is not expected that The Charity will make grants to other charities. This policy must be amended prior to any such grants.
- **Governmental Agencies** - it is not expected that The Charity will make grants to governmental agencies. This policy must be amended prior to any such grants.
- **Suppliers of Wheelchairs, Mobility Equipment, and Services** - Make Way will fund suppliers of wheelchairs and mobility equipment, and services in direct support of a specific child whom The Charity has decided to support. In essence, The Charity will directly pay the invoice for the provision of an approved wheelchair, mobility aid, or support service for supply to a specific child. The decision to directly fund these purchases is to avoid any potential deliberate or accidental misuse of funds by supported families for anything other than the intended purpose.

In assessing the suitability of suppliers: the Charity will conduct appropriate due diligence on such suppliers, including to ensure that they are supplying equipment or services of a reasonable quality, at a fair market price, and with (if appropriate) appropriate aftersales support and warranty provision. The Charity will also verify the reputation of the supplier is adequate and that the trustees have identified no issues or concerns as to their suitability or ability to supply the equipment or service.

In assessing which children to support: the trustees will consider all applications and prioritise the use of available funds based on the greatest need. The trustees will consider the suitability of each funding request to the needs of the child, avoiding funding excessive or unnecessary equipment.

In all cases, the trustees will ensure that the grant is only to further the charity’s purposes and funding would be limited to the invoice amount of specified approved equipment or service.

Grants will be made based on the funding available and solely on merit.

There shall be no specific grant ceiling due to the highly differentiated pricing between different types of equipment and services, but the trustees will ensure they can meet the needs of the maximum number of potential beneficiaries and it will be rare and only in

unusual circumstances that the trustees expect to repeatedly supporting specific beneficiaries.

**Priorities.** 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 those who are unable to attend school or otherwise adequately participate in day to day life due the restrictions placed on them by their disability.
- The suitability of the funding request to the needs to the child, avoiding funding excessive or unnecessary equipment.
- Where a small grant might enable a larger purchase to go ahead, such as meeting a shortfall in funding.
- The support of disabled children with sporting potential, for example providing a racing wheelchair to a promising young para-athlete.
- Any other priorities that the trustees may from time to time decide.

### **Submission of Grant Applications**

Families applying for funding should contact us using the form on our website, explaining the circumstances, the child's needs, the current mobility equipment available to the child, and the status of any other applications for equipment currently in process, including from other charities, local government agencies (e.g. social services) and the NHS. As the trustees assess these applications, they will contact the families for further supporting information and potentially for a call to discuss the child's circumstances and needs.

### **Reporting On Grant Awards**

All grantees 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. The charity will monitor such reports to not only ensure that grants are meeting the purposes intended, but also to assess the impact the grants have made. This learning will be used to inform future decision making and policy to maximise the charity's impact.

### **Charity Grant Management**

#### **Decision Making Process**

Applications will be considered by our trustee board, who work to the Charity Commission C27 guidelines on trustee decision making.

Grants are awarded entirely at the discretion of the trustees and their decision is final.

## **Notification**

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

In accepting a grant the grantee agrees to:

- allow Make Way to liaise directly with the equipment supplier to verify the details of the equipment to be supplied, the supplier's professional assessment of its suitability for the needs of the child, the commercial terms of the purchase, and to carry out its due diligence on the supplier;
- allow Make Way to directly fund the final invoice for the equipment;
- ensure any unused portion of the grant is returned to the charity (for example in the event the equipment or any part thereof were returned to the supplier and refunded after purchase), and allow Make Way to directly liaise with the supplier in accordance with the same; and
- report back on the impact the grant had.

## **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.

## **Safeguarding**

In making grants to 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 organisation.
- 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 procedure.

## **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.
- Social media – either groups relevant to our activity, or local town/village/community groups.
- Posters in relevant locations, such as physiotherapy and occupational therapy locations, etc.
- Through networks of those who come into contact with potential beneficiaries, such as relevant statutory services (including social 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.