

Grant Policy



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GRANT POLICY

1. Introduction – Teesside Airport Foundation

The Foundation is a new fundraising charity which exists to support those that live or work in the local authority areas of Darlington, Hartlepool, Middlesbrough, Redcar & Cleveland and Stockton-on-Tees (together referred as **Tees Valley**) who are experiencing financial hardship or other social and/or economic disadvantages. As such, the Foundation will ensure that all activities further champion the objectives of the charity to support those in financial hardship or some other social or economic disadvantage, which prevents them from achieving their ambitions in education and employment. Our aim at Teesside Airport Foundation is to ensure everyone living or working in our region reaches their potential and goes on to find a successful and rewarding career right here in the Tees Valley, confident in the knowledge that this is a great place to live and work.

The Teesside Airport Foundation is a registered charity (number [1198886]) and limited company (number 13281287) (the **Foundation**) benefiting the people of Tees Valley. It is governed and managed by a volunteer board of trustees, with some support from staff time, drawn from the Airport and also by volunteers and supporters.

2. This Policy

This policy sets out the principles, criteria and processes that govern how the Foundation (a) makes grants -Sections 2 and 3- and (b) considers gift and donation acceptance - sections 4 and 5.

3. Grant Making

For the purposes of this policy, **a grant** is defined as a financial award the Foundation makes from its funds in pursuance of its charitable purposes. A grant will be made subject to some conditions designed to ensure the grant is only used for the purposes it was given for and to encourage grant recipients to play their role in inspiring others in our Region.

3.1 *Grant-making principles*

The principles which underpin the trustees' governance of the Foundation's grant-making consider the scale and range of grants; ensuring proper oversight of decision-making; and also ensuring a responsive service for both applicants and donors.

The principles are as follows:

- The Board of trustees has ultimate collective responsibility for all grant-making decisions and will have regard, in particular, to:
 - the Foundation's charitable purposes;
 - this policy;
 - any restrictions agreed with donors and funding partners;
 - the likely impact on the reputation of the Foundation.
- The Foundation will usually give grants in accordance with our standard Grant Funding Letter which can be found at **Appendix 3**, and which sets out the

conditions on which grants are usually awarded. The trustees reserve the right to apply any conditions they think fit to any grant and these may vary from the standard grant conditions, detailed in the Grant Funding Letter.

- The trustees also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine (in their absolute discretion) that giving the grant might:
 - not be charitable;
 - would conflict with the Foundation's stated policies; or
 - damage the Foundation's reputation.

(Similar considerations apply when considering if the Foundation should accept gifts and donations and further information on this aspect can found in Sections 4 and 5 below).

3.2 Trustees' Role

The trustees ensure proper governance of the Foundation's funds, and this includes grant making and the receipt of major gifts.

- Through its **grant-making processes**, the Foundation ensures that, even where there is donor or funding partner involvement, decisions are ultimately made by the Foundation's trustees.
- Through our published **grant-making criteria** (in this policy) and process (**Appendix 1**) sets out the activities the trustees wish to support in furtherance of the Foundation's charitable objectives. The criteria also includes activities which the trustees do not wish to support because they do not consider them to be in line with the Foundation's purpose. The trustees retain discretion and may make grants outside published criteria.
- Through **grant-making processes** which set out how decisions are reached for awarding grants from different types of funds at the Foundation.

The Board of trustees may assign (by delegation) certain decision-making responsibilities to:

- Individual trustees or groups of trustees
- A sub-committee
- An officer of the Foundation.

Such delegated decisions must be reported back to the Board of Trustees and are subject to scrutiny and review from time to time.

4. **Grant Making Criteria**

If you are facing a barrier to your success due to financial hardship, and if no one else can help you, an application to the Foundation may be the answer. The focus of our grants is on helping people who are facing barriers to achieving their ambitions or accessing opportunities in the world of work, or work-related education and training, by reason of financial hardship.

As we want to help as many people as possible, we don't give out big grants. We also want to make our money count. So, whilst we will only fund what is necessary, we want to fund enough to make a difference and that includes grants that can be in the form of

non-monetary goods. If we support you, we will also want to publicise your success to encourage other people to face their barriers and overcome them too. We want your success to be an inspiration to others.

As a registered charity, the Foundation can only make grants to support activity which is charitable in law and aimed at advancing its charitable purposes which are concerned with the relief of financial hardship among people living or working in the Tees Valley by making grants of money for providing or paying for items, services or facilities, and/or by improving their ability to access and benefit from educational, employment and/or self-employment opportunities.

In line with our objects as set out above, the trustees expect that grants will normally be focussed on facilitating access to work, education or training opportunities which would otherwise be out of reach for the individuals concerned.

Some examples of the types of application which would fall the Foundation's remit are:

- You might have an opportunity for an apprenticeship but are unable to meet the costs of travel;
- You might want to be an engineer but need a bit of extra help with maths and you are struggling to fund the costs involved in attending a course;
- You might want to access vocational training, or take a job opportunity, but need assistance with the cost of specialist equipment, uniforms, safety equipment etc.
- You have the opportunity for a job but only if you can get an additional accreditation which you cannot afford to pay for; or
- You might have an idea for a new business but lack the capital needed to fund initial costs.

You don't have anything to lose, we don't have an exhaustive list of the sort of things that might be supported but apply if:

- You are over 17 years of age.
- You have a clear idea of what you want to achieve and why (it might even be nearly in reach);
- You will be asking for help to overcome a barrier you currently face in accessing educational or employment opportunities, which has arisen primarily due to financial hardship;
- You have an opportunity to secure some training/educational/vocational development but don't have the resources/equipment needed to complete the course content, for example a computer;
- You will have looked for other support or help and reached a dead end;
- When you succeed you will be prepared, with help to tell other people about what you did to encourage them to follow their ambitions; and
- You will keep us informed about how things are going.

The Foundation's goal is to make grants to a wide range of individuals or organisations. The trustees are particularly keen to support individuals ordinarily resident or working in Tees Valley but will consider:

- Individuals recently resident in Tees Valley or those intending to make Tees Valley their home; or
 - National charities undertaking specific work/projects in the above geographical areas.
- The trustees will not generally consider applications from outside the region or from charities registered outside the UK, unless there are special circumstances.

- Our grants usually range from a few hundred pounds up to about £2,000, but may be awarded in excess of this figure if there is exceptional need and/or benefit clearly demonstrated.
- Grant requests which the trustees will **not normally support** are:
 - Contributions to general appeals or circulars;
 - Charities or other organisations to make grants to other organisations;
 - Contributions to another organisation's reserves or displacement of their existing overhead costs;
 - Grant applications for funding that is already available through an alternative source such as a public or council backed scheme or a school or university bursary for example;
 - Public bodies to carry out their statutory obligations;
 - Activities which are political in nature or campaigning;
 - Activities which have already taken place;
 - Privately owned and profit-distributing companies or limited partnerships.
 - We won't usually support mainstream educational courses;
 - We won't fund wages or anything that impacts out of work benefits;
 - We won't provide household/white goods, driving lessons, car insurance or purchase of goods to start a business.

To ensure the Foundation's resources are used solely to further its charitable objectives, and that the Foundation can report on the impact of its grants, the trustees will normally expect that all grants will have one to three measurable criteria agreed at the beginning of the funding period as part of the grant offer. These criteria will be set out in each 'call for applications' process.

The Trustee's aim is for the Foundation's grant-making processes to be open, transparent and easy to engage with. We also seek to address the interests of applicants and honour the wishes of donors and funding partners. To this end, our grant process is as follows:

- **'Call' for applications:** The Trustees will advertise for applications once they feel that the Foundation holds sufficient resources. The Foundation hopes that it will be able to issue 'calls' once or twice each year. The call will be advertised on our website and in local newspapers. It will set out the objectives that the Foundation is seeking to achieve and invite funding applications from people who think their requirement meets these criteria. The applications must be submitted by the date set out in the 'call' advert.
- **Applications Received:** Once the applications are received eligible grant applications go through a five-stage process as follows:
 - **Preliminary Review:** Preliminary review to 'triage' the applications received for link to our charitable objectives, apparent eligibility, and allocation to available funds according to their availability and criteria. Applications can be rejected at this stage.
 - **Appraisal:** This is about finding out more about the project and the applicant. Applicants may be asked for some further information, and this stage may include an element of verification and a financial review of the applicant (to satisfy ourselves that the financial hardship criteria is met and that our grant will be directed to its intended purpose).
 - **Review:** After the preliminary review and appraisal, each applicant will be assigned a trustee (or sometimes 2 trustees). The trustee(s) will review the appraisal information and the application and may invite the applicant to a

telephone or face to face interview. This is not a daunting process, it is just designed to get to know you and find out a little more about you and the project you are seeking funding for. You can always have a friend or family member with you. The trustee will also explain the process and the basic terms of the grant if you are successful. The trustee(s) will make a recommendation to the Board about whether your application should be supported. You will be told if your application has made the shortlist. Part of the consideration will be based on the Foundation's available resources. Each application is scored by the trustees and will be entered on to the shortlist based on the hierarchy of the score achieved.

- **Ratification:** The Shortlisted projects are presented to the Board, or a delegated sub-committee of the Board, by the sponsor board member(s). All shortlisted projects are discussed, and the Board decides which projects to fund. The limitations on our funds will mean that we cannot fund everything on the shortlist. Some projects may be placed on a reserve list so that if a successful applicant does not proceed, the next reserved project can be offered funding in its place.
- **Award and Agreement:** Grants are awarded in accordance with our standard conditions of grant. Special conditions may also be added through the earlier stages in the process. The Grant will be offered on these terms. If they are not accepted by the applicant, the grant will not be given.
- **Review and Report:** Getting a grant is not the end of the matter. We want to know how you are doing and how the grant is being used. We will want to keep in touch and – as you achieve your ambitions over years to come, we would love to hear about it and tell people about your success, so that your success story can be an inspiration to others.

High risk or Unusual Grants or Grants considered outside a 'call' for applications process.

Recommendations to approve high-risk and unusual grants of any type are not delegated and must be referred to the Board. Examples might include where:

- there is a question as to whether the grant would be for a charitable purpose which cannot be determined at an earlier stage in the process;
- there are risks around an individual's or organisation's long-term liquidity or solvency which might result in the grant being directed to different purposes (such as repayment of a debt);
- the grant applicant has a criminal record;
- the grant is for unusually large sum, or for a type of organisation, activity or area of benefit not usually supported;
- one or more trustees have a conflict of interest;
- there is a risk of damage to the Foundation's reputation; or
- there is a potential conflict with the Foundation's policies.

As discussed above the Board aims to launch a bi-annual publicised 'call for applications' process. The Board may consider applications outside this process.

5. **Supporting Us: Our Ambition and why should you support us?**

Our Grant-making Criteria and Processes document sets out what the Foundation is all about and how our support will be targeted. In this guide, we give a little more context to the mission, along with details of how you can support us and the governance that we have put in place around gift acceptance.

We add, not replace

We want the Foundation to work in the areas that are not already covered by available grants and public funding. We will work closely with the Combined Authority, Local Enterprise Partnership, local authorities and Government schemes, to ensure that we understand what support is already available so that our grant funding is targeted where there is an unmet need.

We are the Airport Foundation

We are lucky to be the Airport's Foundation. Teesside International Airport is a community and a great place to take the first step into new horizons.

We find our inspiration in the vibrancy, variety, outlook and choices that the Airport represents. The Airport is a vibrant place – it's your place; it's our place and it's the world's place. It's a doorway for you to see the world and for the world to see you.

The Airport Foundation wants to create an opportunity for everyone in our Region to benefit from the idea of the Airport as a community that connects our Region to the world by encouraging inclusion and celebrating achievement from, every culture and background.

However, the Foundation is not part of the Airport; we are independent from it. Our activities and donations do not directly benefit the Airport in any way, but the airport and its staff do help us to do more for the people and organisations we support.

An ambition for change; a vision of the possibilities of the world

The people who travel through the Airport and the people who work there, come from every background. The Foundation will work with the Airport as it expands Tees Valley's access to an international network that links and opens up this Region to the rest of the world. The benefits of experience, learning and creating relationships with people from many different cultures and backgrounds, will open up a world of possibility that perhaps some of us never expected.

We want you to see the Airport as the doorway to achievement and success for the people of this Region including you and your children's future.

Can you see your future in that bright horizon?

At the Airport we meet business people, fire fighters, flight personnel, pilots, hospitality and retail experts, air traffic controllers, managers office staff. accountants, lawyers,

surveyors, computer and information specialists, security staff and many other exciting careers.

The Foundation will offer opportunity for more people, who perhaps never thought they could, to:

- travel the world for learning and business
- enrol on a vocational course
- launch a new business
- change careers
- invent new things or solve technical problems

Can you help the people and communities of Tees Valley to see the world of possibilities that is open to them?

Support us to support those living and working in Tees Valley

We need your support so that we can help residents and workers of Tees Valley to see the world of possibilities that we can see from the Airport's view of the world. We want everyone to reach their true potential. Can you help?

We know that one conversation, a little bit of encouragement or a little bit of help – at just the right moment - can change someone's whole life. We also know that sometimes we face barriers that might seem impossible but with just a little bit of help could be overcome.

It's not just about money. Yes, financial donations are a great help - as they allow us to give grants and to help more people - but you can support us in other ways too. If you want to help by volunteering that's great. There are loads of ways you can help. We need help with fundraising; with helping to run the Foundation; with publicity and events; and perhaps even supporting and mentoring one of our great recipients. So, if you have a bit of time to volunteer that's a great help too.

How we will use your donations:

- to address "If only I had... "rather than solving "if only I'd had, I could have been..."

We want people from our Region to achieve their potential rather than missing out and feeling regret. We want to give them that little bit of help at the moment they need it rather than miss out on that life changing opportunity.

The people we will support have identified a talent or opportunity but barriers (specifically, those related to financial hardship) are stopping them from accessing and developing it. These people and their families are saying "If only I had this little additional help, then I could..."

We are here to support people in Tees Valley who have big ambitions and have already looked for support but can't quite make it work.

We also want to work with those that the system has forgotten. Perhaps those returning to education or finding themselves stuck in what they perceive to be an inescapable cycle of hardship – those that feel excluded from society and real-life chances.

Whilst our work is focussed on the success of individuals, this does not mean we will only grant fund individuals. We also want to support those already working with learners from disadvantaged backgrounds to encourage those learners to develop a wide range of skills and the confidence and aspirations to achieve higher academic attainment and be ambitious for their career – whether as an employee or an entrepreneur (business

owner). We are also aware that there may be better ways of doing things for the people of the Region. So we might fund pilot projects or research to develop ways of delivering better outcomes for our people.

The Foundation inevitably has limited resources and we want our investment to have real impact and to make a lasting, and perhaps defining, change to an individual's life.

6. **Supporting Us: Gift Acceptance Considerations**

Funds may be given to Foundation either as general funds or with degrees of restriction on their use, but they are still **Teesside Airport Foundation's assets**, and whilst the Foundation will sometimes accept gifts subject to restrictions, any gift offered with restrictions must be considered and agreed by Trustees before it is accepted.

Our **major gift acceptance criteria and process** set out the Trustee's guidelines on what they may not be prepared to accept.

We have a commitment from the Airport to meet our overhead costs (on the assumption that these remain modest). This means that every penny you donate will go directly to the people who need it.

The Foundation relies on the goodwill and generosity of the people and organisations to support it.

We want our donors to understand the impact that their donations have. The willingness of donor to give will depend upon the Foundation's reputation. The relationship with major donors and prospective donors is very important to the Trustees.

Whilst the Foundation's Trustees are always grateful for any offer of a donation, the Trustees recognise that they will not be able to accept every offer of a donation, and the need to protect the reputation of the Foundation as a whole.

Small donations

Small donations can be made at any time at donation points and during organised collections. It may be that unsolicited donations are received by post for example. The assumption will be that any anonymous or small donation are unconditional and will be applied to our charitable activities generally.

Small donations, given unconditionally for the Charity's general purposes (unrestricted funds), can be accepted by any Trustee, employee or person acting on the Foundation's behalf. If there is any question about whether a donation is unconditional or can be accepted, the matter will be referred to the Board of Trustees for a decision.

Major gift acceptance criteria

This section applies to a gift of £5,000 or more (which we call a **major gift**) or any gift which can only be accepted subject to a condition or restriction (a **conditional gift** or **restricted gift**) and therefore cannot be accepted without Board approval.

The decision whether to accept a donation will depend upon the circumstances at the time and is at the discretion of Trustees, however a guide to reasons why a gift may not be accepted are below:

- Nature or reputation of the donor or the donor's business.
- Source of the donation or donor's income is not clear.
- Source of the donation believed to have been generated from:
 - Unlawful activities (e.g. modern slavery or exploitation or other crime).
 - Unfair trade practices; or,
 - Other activities which the trustees consider might harm the reputation of the charity.
- The donation is not consistent with our charitable purposes.

- The terms on which the donation is offered are unacceptable to the Trustees (see also *Restricted donations* below).
- In all the circumstances the trustees feel that acceptance of the gift might harm the reputation of the charity or put off other donors from making donations in the future

The Trustees will not normally give reasons for declining a gift and a decision to decline a gift will not be publicised by the Foundation. An offer of a gift can be declined for any reason and is should not be taken as a poor reflection on the donor or their generosity.

General and 'Restricted' Donations

Donations into our donation boxes and other general donations can be used for the Foundation's general charitable purposes. The use of these funds is unrestricted, and the trustees have complete discretion about how these funds are used to advance the Charity's purposes.

Due to a long-term commitment from the Airport to fund the Foundation's running costs, donors can be satisfied that their donations are creating real impact where they are needed.

However, some donations to the Foundation may have restrictions attached. Examples of this might be when the donation comes from another foundation or, for example, when a conditional gift is made in a will.

With these sorts of gifts, it is quite normal for donors to stipulate that their donation must be used for specific purposes. However, we cannot accept a gift unless the Foundation can comply with the restriction. Sometimes it is necessary to turn gifts down.

We can only accept donations with any sort of restriction after the offered donation and conditions have been examined by Trustees, albeit that in most cases they are likely to be accepted.

The Trustees may accept restrictions where the donor or the donor's family are involved in, for example, recommending grants or being part of the selection panel, which recommends grant using their donated funds, but the donation, once accepted, is the Foundation's money and the trustees will make the final decision about who the grant is awarded to.

The trustees will not accept conditions that are too restrictive or cannot be easily complied with nor will they accept gifts where, in the discretion of the trustees, it is felt might bring the reputation of the charity into disrepute or hamper future fundraising efforts.

As with other major gifts, the Trustees will not normally give reasons for declining a gift and a decision to decline a gift will not be publicised by the Foundation. An offer of a gift can be declined for any reason and is should not be taken as a poor reflection on the donor or their generosity.

Major Gift Process:

When we are approached by the donor of a major gift a Trustee will be informed and that Trustee will be responsible for the future relationship with the donor in relation to the proposed donation and beyond.

- The offer of donation will be acknowledged in writing and the trustee handling the donation will be identified to the donor. The letter (or email) will also set out the process for accepting the grant:
 - Thank you for the offer of a donation.
 - Assignment of a lead Trustee for your donation.
 - Finding out a little more about you and your donation.
 - We may want to call you to discuss your donation and say thank you.
 - Advise about data protection and communication about the gift (including if the donor wishes to receive news about the charity and details of our work).
 - Our Trustees will discuss the proposed gift at a board meeting on and once the Trustees have accepted your offer, we will let you know the arrangements for making the donations.
- Steps will be taken to ascertain further information about the donation and if the donation is general or subject to any conditions. The enquiries will also aim to ascertain information about the donor to adjudge if the gift acceptance criteria are satisfied.
- The lead Trustee for the gift will then present details of the gift the next board meeting to confirm if the gift (and any conditions) can be accepted.
- The outcome is communicated to the donor with thanks.
- Arrangements to receive the donation are made if appropriate and any conditions applicable recorded. Conditional/ restricted gifts are not paid into the Charity's general fundraising account but are held in the restricted funds account or a designated deposit account, as determined by the Trustees.
- Depending upon consents given, the details of the donor will be added to our mailing list and major donors register. Information on major donors (depending on the donor's wishes) may be listed on our website and in the annual impact report and other publications.

7. Variations to this policy

The Board of Trustees may vary the terms of this policy from time to time.

APPENDIX 1: Grant Making Guidance for Applicants

Call for applications:

The Foundation will advertise for applications [twice per year, usually in **September and June**]. The adverts will be placed a variety of media channels for example, the Foundation's, Airport's websites and partners websites, the local newspapers and on social media. This process ensures the application process can be efficiently managed and the best applicants can be supported. We may consider applications made outside this process in exceptional circumstances.

How do I apply?

All applications must be made using the Teesside Airport Foundation's on-line application process. This is available on our website at [[Apply for a Grant - Teesside International Airport](#)].

A word document is available, if you cannot use the on-line application. All word completed applications can alternatively be emailed to: [foundation@teessideinternational.com].

We want to make the application process easy. If you don't have to apply in writing. If you prefer, there is also an option to upload a short video clip of you telling us about yourself and the support you are asking for. These clips will only be used as part of our application process and will not be used for any other purpose. For more details please see our Privacy Policy which can be found on our website.

We will also ask you to complete a submit a monitoring form. This is for our internal purposes only, so that we can keep a record of the types of people who are applying to us. It is kept separate from your application and does not affect your application in any way.

For more details about how we collect, store and use your information (including how long we keep it for) please see our Privacy Policy which can be found on our website.

Who can apply?

We want to see individuals succeed. We plan to make the grants to individuals (we may pay a grant directly to a successful applicant and, in some cases, we will make payments on an individual's behalf to a training providers, etc). We also make grants to a wide range of organisations. We are particularly keen to help individuals, grassroots community groups and small-to-medium-sized voluntary organisations operating to support individuals.

We do not normally make grants to large UK-wide charities, but we might do so where there are strong relationships in our area and the proposal has potential to achieve a substantial impact. Please note if you have previously had a grant from us we will not consider any new application unless you have sent us all the required grant reports.

What sort of support is available?

Teesside Airport Foundation grants are usually for amounts under [£2,000].

When will I get a decision?

The timetable for a particular 'call' process will be detailed in the call documents. We take up to twelve weeks to make a decision. We will let you know if you have been awarded a grant or not.

Appendix 2: Grant Selection Criteria/Scorecard

All Grant Applications are first screened to determine eligibility and alignment to the Charity's objects as detailed below:

- For the public benefit, and in particular for the benefit of people who are working in or resident of the Area:-
- The relief of those in need due to financial hardship, either generally or individually, by making grants of money for providing or paying for items, services or facilities;
- The relief of those in need due to financial hardship or other social and/or economic disadvantage, either generally or individually, by improving such persons' ability to access and benefit from educational, employment and/or self-employment opportunities, including through development of their skills and capacity

Whilst applications will be assessed based on the application meeting the Charity's objectives, consideration is also given to:

- Evidence of need
- the degree to which impact can be measured
- the number of people who will benefit
- a fair allocation of grants across geographic spread in the Tees Valley
- Funding is not available from another source for eg. State benefit or public grants

	Excellent 5 points	Good 3 or 4 points	Average 1 or 2 points	Below Average No points	Weight %
Project Description	Provides a full and clear description of what the grant will be used for	Provides a good description of what the grant will be used for, but further detail required	Provides some description of what the grant will be used for, but further detail required	Difficult to determine what the grant will be used for	20
Impact on Applicant	Demonstrates the potential the grant will have to significantly impact the individual	Demonstrates the potential the grant will have to impact the individual	Demonstrates some potential the grant will have to impact the individual	Difficult to determine the potential the grant will have to impact the individual	50
Evaluation of the Application	Easy to document and evaluate the success of the grant	Effort is needed to document and evaluate the success of the grant	Unclear on how to document and evaluate the success of the grant	Unable how to document and evaluate the success of the grant	10
Value for Money	Clearly and comprehensively outlines what the grant will be spent on. Application presents a good financial investment and	Gives some information about what the grant will be spent on, but further detail required. Application presents a	General and approximate details given on how the grant will be spent but further detail required. Application presents an	No details provided on what will be purchased or the grant request is disproportionate to the application.	20

	Excellent 5 points	Good 3 or 4 points	Average 1 or 2 points	Below Average No points	Weight %
	excellent benefit for cost	sound financial investment and benefit for cost.	average financial investment	Poor financial investment	