



# The Rotary Club of Ludlow

## Club Grants Policy

### Introduction

1. The purpose of this policy is:
  - a. to provide a consistent basis for the consideration by the Club of grant requests, and
  - b. so that the Club can demonstrate that the money it raises for charitable purposes is responsibly and properly dispersed.

### General policy on the making of grants

2. Grants are made in furtherance of the Club's concern to support and assist organisations deliver programmes and / or projects which:
  - a. uphold and strengthen the local community by raising aspirations, engendering community spirit or assisting the health and well-being of those in need; or
  - b. extend the Club's humanitarian reach around the world or promote world understanding; and
  - c. make an identifiable difference to the work of the organisation or project.
3. While not a specific requirement, special consideration will be given to:
  - a. requests from organisations which can demonstrate a degree of funding from other sources in respect of the particular programme or project
  - b. projects or programmes sponsored by Rotary or which enjoy the involvement of Rotarians
4. Grants will not normally be given to:
  - a. national charities (unless the money can be ring-fenced for use locally or is for disaster relief purposes);
  - b. individuals, including those seeking sponsorship for their own fund raising event;
  - c. organisations which are profit making;
  - d. activities, programmes or projects promoting specific religious or political viewpoints.
  - e. projects, activities or programmes which have already taken place or been completed;
  - f. organisations which cannot satisfactorily explain the need for grant funding over and above any reserves held

### Consideration of grant applications

5. A grant request will normally:
  - a. be initiated by the submission of an Application Form (attached). There is however scope for discretion on the need for a full application where it is from a local organisation well known to the Club;
  - b. be supported by two independent letters of support where the applicant is not a registered charity;
  - c. be examined by the Community Service Committee or such other committee which the Club has established for the purpose. In its examination, the committee may want to meet the applicant to solicit further information but will in any event:
    - i) want to be satisfied as to how a grant would make an identifiable difference to the applicant's activities. Organisations seeking assistance with general operating expenses or maintenance costs are therefore less likely to be successful;
    - ii) consider whether the application should be submitted for District Foundation support.
6. All grants are subject to final approval at a meeting of Club members.

### **General conditions applying to grants**

7. Grants are normally subject to the certain conditions. Successful applicants must agree and be prepared:
  - a. to publicise or acknowledge the grant in a way that promotes community awareness of Ludlow Rotary Club;
  - b. to attend a Club meeting or meetings to receive the grant and to explain the work of the organisation and how the grant will be used;
  - c. to provide details of an ongoing contact point;
  - d. to guarantee that the grant will be used for the specified purpose only;
  - e. to report and account for the use of the grant after the event including, if appropriate, through the provision of audited accounts.

### **Club Donations**

8. There will be circumstances, outwith the detailed arrangements set out in this policy document, when the Club wishes to make charitable donations to established and well known charities or on the recommendation of a member. In those cases, the donation will be treated as such and a formal grant application will not be required. However a case will still need to be made for consideration by Club Council and endorsement at a meeting of Club members. In its consideration of such cases, Club Council will be informed by the general policies set out in this document.

**Ludlow Rotary Club  
9 August 2016**