



**Helping people with locked-in syndrome to live
their best possible lives**

Grant-making Policy

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Responsibility for policy:	Board of Trustees
Responsibility for implementation:	Board of Trustees
Responsibility for review:	Chair
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1. Introduction

1.1 The Locked-in Trust is a registered charity 1190995. It is governed by a board of trustees.

2. Purpose

2.1 The purpose of this policy is to set out the principles, criteria and processes that govern how the Locked-in Trust makes grants in accordance with its charitable objects.

2.2 A grant is defined as a financial award made by the Locked-in Trust from its funds to support its charitable objects, to individuals authorised by the Board of Trustees.

3. The Charitable Objects of the Locked-in Trust

3.1 The trustees apply the funds of the Locked-in Trust at their discretion and in accordance with the charitable purposes of the charity.

3.2. Under the terms of the constitution, the Board of Trustees will apply funds to its following purposes:

- (a) Providing access or assisting in access for people with locked-in syndrome to go on holiday by making grants available to people with locked-in syndrome.
- (b) Providing or assisting in provision of specialist equipment by making grants available to people with locked-in syndrome.

4. Governance

4.1. The Board of Trustees govern Locked-in Trust's grant-making by setting the:

- (a) Grant-making principles which ensure that decisions are ultimately made by the Board of Trustees.
- (b) Grant-making criteria which publicly state the activities the Board of Trustees wish to support in furtherance of objects.. However, the Board of Trustees accept that there may be occasions when grants are made outside the published criteria, but that in all such cases the activity supported will be charitable in law.

5. Grant Making Principles

The grant-making will be governed by the following principles:

5.1. Applications from within the UK and elsewhere are eligible for consideration.

5.2. Applications from individuals with locked-in syndrome irrespective of age, gender or any other protected characteristic as defined in the Equality Act 2010.

5.3. Each request or situation will be considered on its own merits by the Board of Trustees.

5.3. The Board of Trustees has ultimate responsibility for all grant-making decisions. The Board of Trustees will carry out sufficient due diligence to ensure that the request or situation meets the charitable purposes set out in the constitution of the Locked-in Trust.

5.4. The Board of Trustees reserve the right not to approve any recommendation or nomination if, after due consideration, it determines that the resulting grant would not be charitable, falls outside its priorities, or would conflict with the Locked-in Trust's stated policies or damage its reputation.

5.5. Where an applicant is notified an award, the grantee is expected to provide any outstanding/necessary documentations and complete all the relevant paperwork (e.g. agreement) within two months of the date they are notified of the grant award. Otherwise the Board have a right to annul the grant after the two months' grace period.

6. Grant Making Criteria

6.1. A limited amount of funds are available to support individuals, and the Board of Trustees have resolved to only accept applications from individuals for these funds in accordance with the charitable purposes of the Locked-in Trust.

7. Grant Making Process

7.1. All grant requests go through a three-stage process as summarised below:

STAGE 1 - Application – all grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Requests that cannot be allocated to live funds are rejected.

STAGE 2 - Assessment – The Board of Trustees determine whether the request should be shortlisted for support. Shortlisted applications will be reviewed by the Board of Trustees, or by a person acting with the delegated authority of the Board of Trustees.

STAGE 3 - Decision - requests not shortlisted are rejected. Grants not recommended are rejected. All grants must be approved/confirmed by the Board of Trustees or a person/committee acting with its delegated authority.

7.2. The Locked-in Trust will aim to write to all applicants informing them of the outcome of their application for funding within two months of application.

7.3. Applicants should note that, as with many other charitable organisation, the Locked-in Trust may receive far more applications than it has funds to support. Even if an application fits within its criteria and priorities and a detailed assessment has been made, the Locked-in Trust may still be unable to provide a grant.

7.4. The Board of Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

8. Applicant and Due Diligence

8.1. The Board of Trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- (a) The identity of the beneficiary;
- (b) That funds are applied in accordance with the charity's charitable purposes;

(c) That funds are not knowingly used for:

- (i) Money laundering in accordance with the operative Money Laundering regulations;
- (ii) Terrorist financing in accordance with the Terrorist Act 2000;
- (iii) Bribery in accordance with the 2010 Bribery Act.

8.2. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque.

9. Monitoring, Reporting and Publications

9.1 Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

10. Decision Making

10.1 Grantees may be asked to take part in any publicity for the promotion of the Locked-in Trust and its work which may include – but is not restricted to – their name and photograph being used and publishing their work on the Locked-in Trust website.

