

Grant Making Policy For SolidariTee (“the Charity”)

Date of policy: 10th May 2021

1. Charitable purposes and objectives

- 1.1 The trustees will apply the funds of the charity at their discretion in accordance with the charitable purposes and objects of the charity.
- 1.2 The final decision whether to award a grant will be made by the trustees in accordance with this policy.
- 1.3 SolidariTee’s mission is as follows:
 - (1) To further the provision of long-term aid and assistance to refugees and asylum seekers anywhere in the world.
 - (a) In particular, but not exclusively, to do this by making grants to other charities and non-governmental organisations (NGOs) who provide legal aid or other forms of support to such refugees and asylum seekers, with a particular focus on ensuring empowering, long-term change and avoiding undue duplication of efforts;
 - (2) To empower students with the tools and confidence to stand up for the rights of refugees, asylum seekers, displaced persons and other vulnerable migrants throughout their future personal and professional lives, by building their capacity and confidence to make long-term change, and creating a community of like-minded individuals invested in the same cause;
 - (3) To advance the education of the public in general about the issues relating to refugees and those seeking asylum.

2. Priorities for support

2.1 The number and value of grants that can be made by the charity will, by necessity, be limited to the amount of funds available for distribution in any year.

2.2 The trustees have decided that the *current* priorities for funding will be:

- NGOs and/or charities working to provide legal aid for refugees and vulnerable displaced peoples.
- For the purposes of this Grant Making Policy (GMP), legal aid is defined as the provision of advocacy, advice, or representation as a result of an individual's displacement from their previous location of residence, either in order to access their rights or protection services, to access a certain legal status, or to access family reunification.
- When reviewing applications, consideration will be given to the potential that SolidariTee's money has to support their growth and/or their ability to establish themselves as a sustainable presence in the future. Therefore, grants will be prioritised to NGOs and/or charities which have either been founded within the past five years or are opening a new project and who place focus on creating a sustainable model of operation.
- Legal aid NGOs and/or charities operating in emergency environments will be prioritised above legal aid NGOs and/or charities operating in a country with a consistent access to legal aid, due to government provision or coverage of a sufficient quality by NGOs.
- Please note that we currently only accept applications from NGOs and/or organisations, and not individuals looking to volunteer as part of an existing organisation.

These priorities are listed in no particular order and equal priority will be given to applications within these categories. In exceptional circumstances the board of trustees may deviate from these priorities, were a cause to be deemed of exceptional importance, and/or due to the quality of submissions received.

2.3 The trustees have outlined the following guidance for applications:

- Applications should demonstrate that they are able to provide a professional, high-quality service to a well thought-through targeted population, which responds to unmet needs of the population, and is delivered in an efficient manner.
 - Applications should show an awareness of the relationship of the work done by the applicant's organisation and other organisations operating within a similar geographical organisation and providing similar services. If the organisation provides the same services as another organisation in the same geographical location, consideration should be given to how duplication of efforts is avoided.
- Applications should demonstrate how the dignity of the targeted population is respected in its media communications and its operations.

- Applications should show a clear understanding of how durability and progression is envisaged for at least the medium-term future, regardless of the size or the age of the organisation, in response to an ever-changing situation that may substantially change the way in which an organisation is able to operate.
 - Applications from those looking to found a new organisation through SolidariTee funds are welcome, provided that this new organisation does not result in duplication of aid.
- Applications should detail the measures to be put in place which will ensure that all members of the organisation (voluntary and paid) are suitably qualified and capable of achieving the aims outlined by the organisation.
 - Applications should detail the relevant training mechanisms for team members, as well ensuring that the team members gain country-specific expertise.
 - The rationale for the deployment of foreign staff members and/or volunteers, as opposed to local team members, should be provided.
- Applications should demonstrate understanding and awareness of the issues surrounding 'voluntourism' and should promote responsible forms of volunteering and fieldwork, providing concrete examples of practice in this sphere. If the organisation has a large turn-over of short-term volunteers, the justification for this should be clearly explained.
- Applications should demonstrate that the organisation has safeguarding procedures in place for their beneficiaries and consider sector practices of 'do no harm'.
- Applications should include a team member safeguarding policy which demonstrates that the team is provided with pastoral and professional support to protect the physical and mental health of those working within the organisation, in addition to a beneficiary safeguarding policy.
- Applications should detail the organisation's mechanisms of data collection and their ability to measure their impact, which incorporates feedback from and accountability to beneficiaries.

2.4 The priorities and guidance in this policy will be reviewed by the trustees prior to the initiation of each grant cycle (or more often if deemed appropriate). Priorities will be changed in accordance with the trustees' view of the most effective application of funds available at any point in time.

2.5 Any change made to these priorities must continue to reflect the charitable purposes and objectives of the charity, as outlined in its constitution.

3. Principles applied in determining support

In selecting successful grant recipients, the trustees will apply the following principles:

- 3.1 Applications for funding which the trustees deem to fall outside of the charitable purposes and objects of the charity will not be eligible.
- 3.2 Applications from previous recipients of grants or from previously unsuccessful applications will be considered on the merits of each individual grant application.
- 3.3 The charity will not normally make grants to charities or other organisations:
 - with an annual income in excess of £500,000. Any application which reports annual turnover above £300,000 should highlight how a grant that represents a relatively small proportion of budgetary requirements will contribute to the overall project.
 - which the trustees deem to be dedicated to causes which are already well funded locally, nationally or internationally.
- 3.4 Grants of above £100,000 will not be offered, and grants will rarely exceed £60,000.
- 3.5 If a SolidariTee grant is not sufficient to fully undertake the project, or the activities within the budget line covered by SolidariTee funding cannot be implemented without other funding, the grant will not be disbursed until additional sources of project funding have been secured.
- 3.6 Grant funding will usually either be given as a one-off payment or as instalments within a 12-month period from the date of the first instalment payment.
- 3.7 The implementation period is left to the discretion of the applicant. The trustees may commit to funding for an implementation period of more than 18 months than the date of the first instalment period, accompanied by a mid-term strategy to show how this funding will be used in line with the growth of the organisation.
- 3.8 Offering a grant does not guarantee any future financial support following the disbursement of all instalments.
- 3.9 Grants will be offered without prejudice and purely based on the principles laid out in this section, section 2, and in line with the charitable objectives of the charity's constitution, and with reference to SolidariTee's Safeguarding of Beneficiaries policy. It is advised that applicants study the latter when applying for a SolidariTee grant.

4. Due diligence

4.1 The trustees will carry out due diligence checks on applications to ensure:

- The identity of the applicant and key individuals in the organisation;
- That the organisation and its members are legally operating within the country;
- That the application is for funding purposes which fall within the charitable purposes and objects of the charity;
- That any grant funding will not be used for illegal purposes within the meaning of the laws of England and Wales or within the country of operations for the grant recipient;
- That the organisation or key individuals are not on the UN Consolidated Sanctions List;
- That the organisation has a procedure in place for ensuring background checks of all team members, where such convictions would have a detrimental effect upon the organisation's ability to work with vulnerable populations;
- That a financial and regulatory review on the organisation is undertaken with bodies with which the organisation is registered

4.2 In cases where the application is for joint funding, the trustees may extend due diligence checks to include other funding bodies or third parties.

4.3 Further due diligence checks will be undertaken if the circumstances of the applicant or recipient change, or at the start of the next financial year where grant funding has been agreed over more than one financial year.

5. Grant application process

- 5.1 All applications for grant funding should be made in the first instance to boardoftrustees@solidaritee.org.uk and clearly marked for the attention of the trustees.
- 5.2 Applications for grant funding should contain the information listed in Annex I. For further guidance, please see point 2.3. We welcome any structure of application submission which best suits the organisation and clearly conveys the required information.
- 5.3 All applications must contain a declaration (provided in Annex II).
- 5.4 The trustees may propose modifications to the proposal, budget lines, and disbursement schedule. A new application does not need to be submitted for these amendments.

6. Assessment process

- 6.1 All applications will first be subject to an assessment by the trustees to ensure they meet the criteria for grant funding in accordance with this policy, and at this point all applicants who are deemed eligible will be considered.
- 6.2 The trustees will consider all applications that meet the grant funding criteria at a trustee meeting and based on the outcome of this meeting will invite applicants to interview.
- 6.3 The trustees will provide all applicants with written confirmation of the outcome of the application within three months of the date of the application.
- 6.4 If the charity receives more applications than it is able to fund, the trustees will decide which applications to support in line with sections 2 and 3.
- 6.5 In the case of an unsuccessful application, the trustees will provide brief feedback on request.

7. Conditions to grant funding

- 7.1 The trustees will monitor the implementation of grants made by the charity.
- 7.2 If the grant is payable by instalments, the payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated (usually in the form of written progress reports) against agreed targets and/or milestones. The trustees reserve the right to withdraw future funding if they consider that satisfactory progress is not being made.
- 7.3 The trustees reserve the right to conduct an inspection visit to see how grant monies are being used, either in-person or by virtual tour.
- 7.4 The trustees reserve the right to spot-check for receipts and/or invoices for expenses, especially in cases where the context or project has substantially changed. Where these requests cannot be fulfilled the trustees reserve the right to cease future instalments.
- 7.4 The trustees must be supplied with a copy of any published articles, papers or other outputs resulting from grant funding from the charity.
- 7.5 The trustees ask that the recipient of the grant support the charity's social media and media efforts.
- 7.6 As noted in the Charitable Objectives listed in Section 1, raising awareness is an integral part of SolidariTee's mission. As such, sharing information regarding the needs of the targeted population will be understood as a component of the relationship between the charity and grant recipient.

7.8 Grant Reporting

- The reporting period will be considered to begin once the donor agreement has been signed by both parties, and end once either the implementation period of the grant funding has elapsed, or three months after the final grant instalment/payment has been made, whichever is the later of the two.
- The precise reporting timeline will be set out in the donor agreement, but to provide an indication of likely reporting structure:
 - grant recipients will normally be expected to submit written biannual reports regarding the organisation's progress and activities, in addition to a final written report no later than three months following the end of the reporting period.
 - If the implementation period of the grant is 6 months or less, it may be that this final report is the only report which is required.
 - In all cases trustees also request a 500-word update and/or call every 2 months concerning the organisation's progress, with a view to key updates and achievements being shared with SolidariTee's followers and volunteers.
- The grant recipient should notify the trustees if there are extenuating circumstances that mean that reporting cannot be submitted within this time scale. In such cases, the trustees will agree a new deadline for the recipient to submit the report.

Annexes

Annex I (example application template) and Annex II (example donor report) can both be accessed via the SolidariTee website: <https://www.solidaritee.org.uk/apply-for-a-grant>