



## Grant-making Policy

This policy is intended to be a transparent, accessible reference document for all those involved in the Charity, including donors (primarily members of the WCIT Livery), members of the Charitable Operations Committee, WCIT Charity Board of Trustees, grant applicants and anyone else interested in the WCIT Charity's grant-making.

### The WCIT Charity

#### Values and guiding principles

The WCIT Charity is supportive, inclusive and generous. It treats all requests fairly and equally. It donates its funds thoughtfully and coordinates volunteers' time and skills effectively.

#### Purpose

To unlock the power of IT for good, through public education, promoting the effectiveness and efficiency of charities, donating funds and by providing access to technology professionals.

#### Target beneficiaries

Registered charities and not for profit organisations aligned with its purpose who depend on external financial support and specialist skills to realise their IT initiatives.

#### Areas of focus

The WCIT Charity supports digital projects that improve one or more of these areas: education, inclusion, IT for charities, and public understanding.

### Eligibility and criteria

The WCIT Charity funds registered charities, educational establishments and organisations with a formal not-for-profit constitution (such as a community interest company). It does not fund individuals or private companies. As an IT charity, all the projects funded must make use of IT, and the WCIT Charity is more likely to fund projects which demonstrate an innovative use of IT, can be

developed into a model for wider replication, are sustainable and focus on outcomes which can be formally reported on. All applications must fall under one of the Charity's four priority areas:

- Inclusion
- Education
- Public understanding
- Use of IT by charities

The WCIT Charity does not fund core costs, political/lobbying work, local authorities or councils, loans/debt repayments, work that has already been delivered, consultancy costs or projects that seek to build an endowment. All grants are restricted, and outcomes must be reported. Applications are accepted from new organisations if they are legally constituted and can provide the required documents. If a new organisation cannot provide its most recent audited or independently examined accounts, an account overview is sufficient.

The WCIT Charity is a modest funder and usually only funds projects up to £15,000. In a minority of projects, where funding is over £15,000, and once WCIT members have established a working relationship with the charity or educational organisation concerned, the WCIT Charity will consider requests for funding to support the implementation of the project. This policy ensures that any financial support from the WCIT Charity is given added leverage by being linked to the expertise and advice of WCIT members.

The WCIT Charity also aims to direct money to where it can have the most impact. Therefore, funding applications for a small fraction of a large project (for example, £10,000 toward a £300,000 initiative) are unlikely to be successful. It will, however, consider risk-sharing with other funders, and does not need to be the sole funder of a project.

WCIT Charity funds are for the benefit of UK communities. It does not fund work where the beneficiaries are abroad, even if the applying organisation is UK-based.

## **Governance**

### **WCIT Charity Board of Trustees**

The majority of trustees are members of the WCIT Livery and have full responsibility for the distribution of funds under its management. Trustees are responsible for setting the framework within which the grant-making activity operates and require assurance that the grants made meet the principles outlined in this policy. The Board is also responsible for making sure the work of the Charitable Operations Committee is complementary to and supportive of the WCIT Charity's strategic objectives.

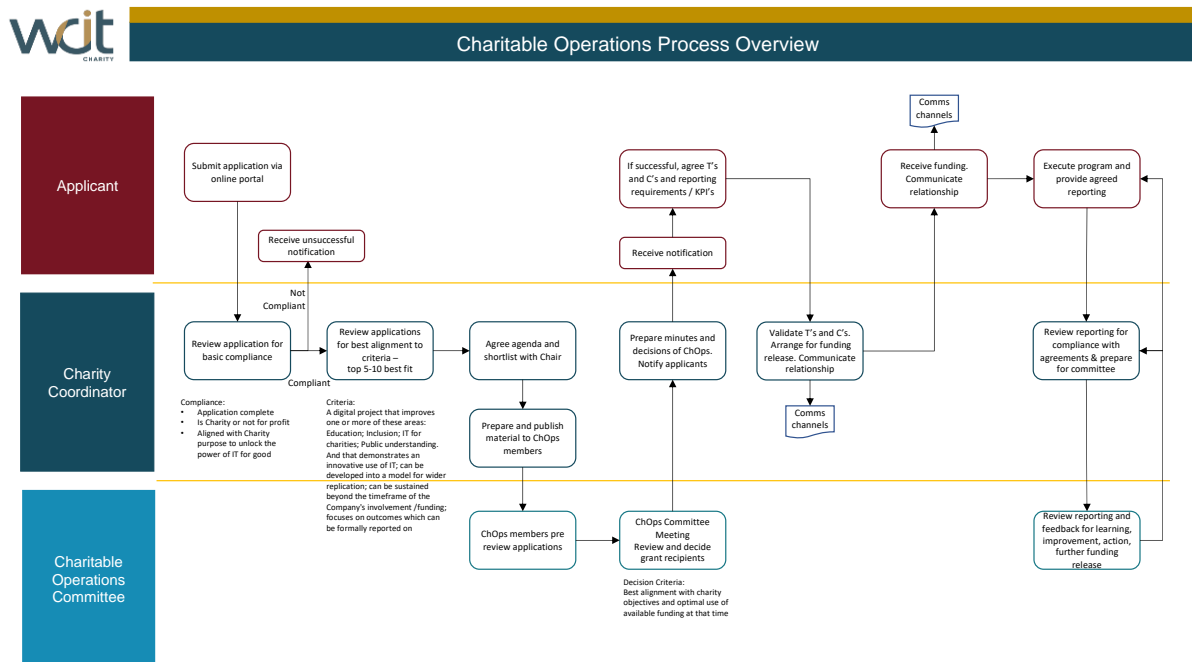
### **Charitable Operations Committee (the grants panel)**

The members of the Charitable Operations Committee are all volunteers and members of the WCIT Livery. The committee meets quarterly to discuss and decide on the applications received.

### **WCIT Charity staff**

The Charity CEO is the Clerk of the Worshipful Company of Information Technologists. He/She is supported by the Charity Coordinator who deals with the administration of grants and day-to-day Charity operations, and the Financial Controller, who is a shared resource with the WCIT Livery.

## Grants review process



### Timeline

Applications are reviewed quarterly, and the Committee's review usually takes place one month after the application deadline. Applicants can expect to be informed of the outcome six weeks after that deadline.

### Monitoring and evaluation

All grants are awarded with Terms and Conditions (appendix 2) which must be agreed by the organisation being funded before payment is released. At this time, the WCIT Charity and organisation will also agree on suitable reporting for the project and the grant. This reporting typically includes case studies, videos, and final reports, and allows the WCIT Charity to report on the impact of its grants to members. It also helps inform future grant making and funding strategy.

For this reason, satisfactory reporting is part of the Terms and Conditions of receiving a grant and failure to fulfil that obligation can result in future funding applications from that organisation being rejected or subject to additional conditions.

### Discretionary grants

There are some grants that, due to their size or nature, fall outside of the standard grant-making process.

#### Small grants

The WCIT Charity sometimes receives applications for financial assistance on a small scale. Such applications are often straightforward, perhaps from applicants with whom we have existing relationship, and do not always warrant a full review. Examples include the granting of room hire in the WCIT Hall to prior applicants. The Chair of the Charitable Operations Committee has delegated authority from the Trustees to approve such grants to an individual maximum value of £500. The

total value of such grants shall not exceed 5% of the Charitable Operations Committee's budget per year, or £5,000, whichever is the lesser.

Although a small grant requires only the approval of the Chair of the Charitable Operations Committee, such grants must comply in all other respects with the eligibility and suitability criteria laid out by the Charity Trustees and the objects of the Charity.

Such grants will appear in the grants reports to the Charitable Operations Committee and to the Trustees. They will be clearly highlighted as having been made under the small grants process.

### **Emergency grants**

In exceptional circumstances, the trustees may approve an emergency grant to help in times of unforeseen crises or unexpected costs. Such grants must comply in all other respects with the eligibility and suitability criteria laid out by the Charity Trustees and the objects of the Charity.

Approved by the Chair of WCIT Charity on behalf of the trustees.

Signed:



Stefan Fafinski, Chair of WCIT Charity

Date: 22 March 2022

We are committed to reviewing our policy and good practice **annually**.

This policy statement was last reviewed on 22 March 2022.

## **Appendices**

### **Appendix 1: Due diligence points include**

1. Financial due diligence
2. Governance structure and capacity of executive leadership
3. Strategic fit of goals and values between the WCIT Charity and applicant
4. Strategy development: involvement of beneficiaries, knowledge of environment
5. Request project: Theory of Change, qualified staff
6. Track record of organisation, how do they prove impact
7. Human resource management
8. Communications with key audiences
9. Networking and relationships with stakeholders, cooperation
10. Effectiveness compared to competition
11. Risk Management Policy
12. Ambition and future potential of the organisation

## Appendix 2: Grant terms and conditions (up to £15k) and communication guidelines

### WCIT Charity grant terms and conditions

The WCIT Charity is pleased to award a grant to your organisation. By accepting a grant from us, you are accepting the following Terms and Conditions.

#### Use of grant

1. The grant can only be used for the purposes outlined by your organisation in your grant application. If, due to unforeseen circumstances, you are unable to use the grant for the specified purposes, you must contact the WCIT Charity before spending any portion of the grant.
2. If your project works with children or vulnerable people, by accepting this grant you are confirming that you have an appropriate Safeguarding Policy, approved by your Trustees, in place.
3. During, and for a period of 12 months following the completion of the payment schedule of our grant, you will tell us in writing as soon as possible of any investigation concerning your organisation, your trustees, your directors, your employees or your volunteers carried out by the Police, Charity Commission, HM Revenue & Customs, or any other regulatory body which would impact upon your responsibility for charitable funds. You will also inform us of any serious internal incidents identified that you are duty bound to report to the Charity Commission as set out in its published guidance.
4. If, during the course of the project, there are significant changes to the project's outcomes, timeframe and delivery, you will seek our agreement as soon as possible.
5. We require an end of project report for all our funded projects. The timescale of this will be agreed with you, and our Charity Coordinator will send you a report template to be submitted by email.
6. You will not use the grant to pay for any spending commitments you have made before the date upon which the grant was awarded, unless you have our prior written approval.
7. Where the grant is to support the cost of all or part of a post, the London Living Wage will be the minimum amount paid (except for Arts Apprenticeships) in respect of that post.
8. Our grants are normally restricted. You will inform us as soon as possible of any projected or actual underspend in the grant, and you understand and agree that we reserve the right to claim back any such underspend or to readjust grant payments accordingly.
9. By accepting these Terms and Conditions, you acknowledge that you have read the Fundraising Regulators Code of Practice 11.0 Events (which can be found at <https://www.fundraisingregulator.org.uk/code/events>) and agree your project will abide by this Code of Practice for any event-related activity.
10. We reserve the right to withhold a grant or require a payment if:
  - Your organisation becomes insolvent.
  - The work delivered is not the work for which the WCIT Charity grant was intended.
  - We learn that you have provided us with false or fraudulent information during the application process.

- We have concerns regarding the safeguarding of your staff or beneficiaries.

### **Data protection**

For our data protection policy, please go to <https://wcitcharity.org.uk/privacy-policy/>

### **Communication guidelines**

Congratulations on your application being approved! We would be grateful if you could acknowledge the funding for this project in any communications you produce and we would also appreciate it if you acknowledged it elsewhere, such as in your annual report or if you have a funders' page on your website.

### **Announcing the funding**

We like to share the news of recent grant recipients on our website, on Twitter and in our newsletter. If you would prefer us not to announce this, please let us know within two weeks of receiving the offer email. The funding will also be listed in our Annual Report and we may mention our support for your organisation in other publicity material from the WCIT Charity.

### **Press releases**

If you want to acknowledge our funding in a press release or any other type of media, please share the content with the WCIT Charity Coordinator.

### **Logo**

You can use our logo in connection with the work we are directly supporting, but please check with us first before using it in a promotional capacity.

### **Photos**

We keep a library of images from the organisations we fund to use in our Annual Report, website and on social media. Although some projects do not lend themselves to photography, we would appreciate any images you can supply either now or in the future, especially ones that capture the story of the project, or the work in progress.

Please send electronic images in JPEG, TIFF or PNG format and ideally no less than 2-3MB in size. Don't forget to include any credits if required, along with confirmation that you are happy for us to use the photograph/s and that all permissions have been confirmed. Where children are featured, please confirm that you have written parental/guardian consent to use the photos.

### **Publications**

If the work we have funded involves a publication, please keep us informed of the launch date.

### **Contact us...**

If you have any questions relating to communications or your grant in general, please contact the WCIT Charity Coordinator, Lindsay Wratten, on 020 7600 1992 or email [lindsay@wcit.org.uk](mailto:lindsay@wcit.org.uk)

### **Appendix 3: Grant terms and conditions (over £15k)**

The following terms and conditions for large grants will be tailored to reflect the project being funded, but broadly will incorporate the following:

#### **Terms and conditions**

##### **1. General**

- 1.1. We understand and agree that:
- 1.2. The grant offer letter sent to our organisation by the WCIT Charity explains what the WCIT Charity has agreed to fund ("the project") and the amount of the funding agreed ("the grant").
- 1.3. The grant to our organisation is made subject to the WCIT Charity terms and conditions of grant funding ("the grant agreement").
- 1.4. The grant agreement referred to in paragraph 1.2 includes both these standard terms and conditions and the grant offer letter which may stipulate additional conditions.
- 1.5. The grant agreement is intended to ensure that the grant is used for the purposes for which it was awarded.
- 1.6. Our organisation agrees to abide by the grant agreement by signing these standard terms and conditions of grant.
- 1.7. You have the right to impose additional terms and conditions on the grant if:
  - 1.7.1. we are not complying with the grant agreement; and/or
  - 1.7.2. you believe such conditions are necessary or desirable to ensure the project is delivered as set out in our application or following any changes which are agreed by the WCIT Charity.
- 1.8. You may reject any future application for grant funding from us in (including but not limited to) the following circumstances -
  - 1.8.1. we do not comply with the grant agreement, and/or
  - 1.8.2. you judge that we did not handle the grant adequately, and/or
  - 1.8.3. we failed to comply with any requests for information you made to us.

##### **2. Our Organisation**

- 2.1. We will make sure that all current and future members of our governing body receive a copy of these terms and conditions and will bring the contents to their attention.
- 2.2. We will promptly tell you in writing if any of our key contacts change.
- 2.3. We will make sure that we are correctly constituted and regulated, and that the receipt of the grant and the delivery of the project are within the scope of our governing documents.
- 2.4. We will acknowledge your support wherever appropriate, using the wording "Supported by The Worshipful Company of Information Technologists' Charity". We will use the logo provided by WCIT Charity and we will acknowledge your support in our annual report and accounts. We will cease to use the logo immediately upon conclusion of the project. We also agree to participate in and cooperate with promotional activities relating to the project or the work of the WCIT Charity that may be instigated and/or organised by the WCIT Charity.
- 2.5. Whilst the grant agreement is in place, we will get your written consent before:



- 2.5.1. making changes to our governing document concerning our aims, payments to members or to members of our governing body, the transfer of our assets (whether or not our organisation is merged or dissolved), or
- 2.5.2. we will let you know if the number of members on our governing body falls below three and will increase it to at least three as soon as possible thereafter.
- 2.6. We will tell you in writing as soon as possible of any investigation concerning our organisation, our trustees, our directors, our employees or our volunteers carried out by the Police, Charity Commission, HM Revenue & Customs, or any other regulatory body which would impact upon that individual's responsibility for charitable funds. We will also inform you of any serious internal incidents identified that we are duty bound to report to the Charity Commission as set out in its published guidance.
- 2.7. We will write to you as soon as possible if any legal claims are made or threatened against us which would adversely affect the project during the period of the grant (including any claims made against members of our governing body or against our staff which concern our organisation).
- 2.8. We agree to meet all relevant laws and regulations in relation to the way we operate, the work we carry out, the staff we employ or the goods we buy.
- 2.9. We will report regularly and fully to all the members of our governing body on the financial position of our organisation and will put in place procedures to avoid any conflict of interest arising in the provision of goods and services procured to deliver the project.

### **3. Purpose and use of the grant**

- 3.1. We agree that the grant is made only for the purpose agreed by WCIT Charity and we will use the grant exclusively for the project. We will hold any unused part of the grant on trust on your behalf at all times and we will repay any unused part of the grant to you immediately upon request.
- 3.2. We will get written agreement from you before making any change to the project, or to its aims, structure, delivery, outcomes, duration or ownership.
- 3.3. We will tell you promptly about any changes to information we have provided and will make sure that the information you hold is always true and up-to-date.
- 3.4. We will not use the grant to pay for any spending commitments we have made before the date the grant was awarded, unless we have your prior written approval.
- 3.5. We will not apply for duplicate funding in respect of any part of the project, including any related administration costs that are funded by the grant under this grant agreement.
- 3.6. If there is a considerable delay between the offer of a grant from WCIT Charity and its take-up by us, we will supply you with up-to-date financial and other relevant information as requested and understand that the content of this new information may affect the release of the grant.
- 3.7. We will start the project within one month of receiving from you the first payment from the grant.
- 3.8. Where the grant is to support the cost of all or part of a post, the London Living Wage will be the minimum amount paid (except for Arts Apprenticeships) in respect of that post.

### **4. Payment of the Grant**

- 4.1. We understand and agree that:

- 4.1.1. where the grant is for the purposes of revenue expenditure the WCIT Charity will aim to pay the grant to us in quarterly instalments in advance; or
    - 4.1.2. where the grant is for the purposes of capital expenditure the WCIT Charity will pay the grant to us following presentation of invoices, architect's certificates or receipts.
  - 4.2. We understand and agree that the grant, or any part of it, will not be paid unless and until the WCIT Charity is satisfied that the funding will be used for proper expenditure in the delivery of the project.
  - 4.3. We understand and agree that the grant shall not be increased in the event of any overspend in our delivery of the project.
  - 4.4. We will inform you as soon as possible of any projected or actual underspend in the grant, and we understand and agree that you reserve the right to claim back any such underspend or to readjust grant payments accordingly.
  - 4.5. The grant will be paid into a bank account in the name of our organisation which must be an ordinary business bank account. All cheques from the bank account will be signed by at least two individual representatives of our organisation who are not related to one another or live at the same address.
  - 4.6. We will not transfer any part of the grant to bank accounts which are not ordinary business accounts within the clearing bank system, without the prior written consent of the WCIT Charity.
  - 4.7. We will promptly repay to you any money incorrectly paid to our organisation either as a result of an administrative error or otherwise. This includes, without limitation, situations where either an incorrect sum of money has been paid, or where the grant monies have been paid in error before we have complied with all terms and conditions attaching to the grant.
- 5. Accounts and records**
- 5.1. We will keep proper, separate, accurate and up-to-date accounts and records of the receipt and expenditure of the grant monies (including invoices, receipts, personnel and payroll records for staff funded by the grant) with records relevant to the grant being kept for at least six years from the date of the final grant payment. We will make these records available for your inspection and provide you with copies of them where required.
  - 5.2. We will acknowledge the grant in our annual report and accounts and acknowledge the WCIT Charity as the source of the grant. The grant will be shown as a restricted fund in those accounts (and it shall not be included under general funds).
  - 5.3. We will submit all required statutory returns including those in relation to our employees and make relevant payments to cover their pensions and salary deductions such as income tax and national insurance contributions.
  - 5.4. We will send to the WCIT Charity copies of our audited or independently examined accounts (or such accounts as required by Part 8 of the Charities Act 2011) as soon as possible and no later than 11 months after the end of the financial year for each year in which the grant is paid. We will also send you a copy of our latest set of management accounts upon request.
  - 5.5. We will obtain the prior written consent of the WCIT Charity before disposing of any capital equipment, land, vehicle or buildings which have been acquired, adapted, or improved with the aid of the grant where the value of that grant exceeds £25,000. You may require

repayment of all or part of any proceeds of the disposal or sale in certain cases and any decision to claim back the grant, or any part of the grant, shall be at the sole discretion of the WCIT Charity. We understand this may apply for a period of up to six years after the grant has been paid and that in appropriate cases a legal charge may be put in place.

## **6. Monitoring and Reporting**

- 6.1. We will closely monitor the progress, delivery and success of the project throughout the grant to ensure that the aims and objectives of the project are being met and that this grant agreement is being adhered to.
- 6.2. We will tell you immediately in writing if we anticipate there is to be any variation to or decrease in the project outcomes; or of any financial or other difficulties which are capable of having a material impact on our effective delivery of the project or compliance with this grant agreement.
- 6.3. We will complete and return regular monitoring reports as you require, in accordance with your specified timescales and we will update you on the progress of the project on request.
- 6.4. We will provide you with such further information, explanations and documents as WCIT Charity may reasonably require from time-to-time about the project, or about our organisation, including its activities, the number of users and other beneficiaries (and their contact details where you consider it appropriate).
- 6.5. We will ensure that personal information held by us in relation to beneficiaries is held, used and managed in accordance with the Data Protection Act 2018 (or any re-enactment thereof) (including that it is kept securely). We will inform beneficiaries that you may contact them from time-to-time in relation to the project.
- 6.6. We will be available for meetings with you, or those authorised by you, and allow full and free access to our records however and wherever held, and to any of our employees, agents, or premises, for the purposes of discussing, monitoring and evaluating our fulfilment of the terms of the grant agreement. We will provide appropriate oral or written explanations where you request these.
- 6.7. We understand that your officers, or those authorised by you, may visit our organisation without prior warning and request to see and make enquiries concerning any records relating to the grant and/or the project, including (but not limited to) financial records, records of grant beneficiaries and/or service users where appropriate.
- 6.8. We understand and agree that grant payments will only be released when your officers are content that satisfactory monitoring information has been supplied.

## **7. Withholding, suspending and repayment of grant**

7.1 It is the WCIT Charity's intention that the grant will be paid in full. However, we understand and agree that the WCIT Charity may, at its discretion, withhold or suspend payment of, and/or require repayment of, all or part of the grant if:

- a) we use the grant for purposes other than for the project for which the funds were awarded;
- b) WCIT Charity considers that we have not made satisfactory progress with the delivery of the project;

- c) we, or any other person or organisation operating for us, provide you with any materially misleading or inaccurate information (whether deliberate or accidental), whether during the application process or during the period the grant agreement is in force;
- d) at any stage of the application process or during the period the grant agreement is in force, we do not let you have information that would affect your decision to release funding, or to withdraw or recover all or part of the grant;
- e) our organisation, any member of our governing body, employee or volunteer:
  - i. has acted fraudulently, dishonestly or negligently at any time and in any way, directly or indirectly, to the detriment of the project or our organisation, and/or
  - ii. has taken any actions which, in WCIT Charity's reasonable opinion, bring or are likely to bring the WCIT Charity's name or reputation in to disrepute, and/or
  - iii. is subject to an investigation or formal inquiry relevant to the grant by the Police, Charity Commission, HM Revenue and Customs, or other regulatory body which would impact upon that individual's responsibility for charitable funds;
- f) there is significant change of purpose, ownership or recipient, either during the project, or within a reasonable period after its completion, so that the WCIT Charity judge that the grant is unlikely to fulfil the purpose for which it was awarded;
- g) we are or become legally ineligible to hold funds in relation to the grant;
- h) our organisation ceases to operate (or it is likely that it will cease to operate) for any reason, or we pass a resolution (or any court makes an order) that our organisation be wound up or dissolved (other than for the purposes of a bona fide and solvent reconstruction or amalgamation) or in the event that any of these outcomes are considered likely, by the WCIT Charity, to occur;
- i) we receive duplicate funding from a third party for the project or any part of it; and/or
- j) we fail to meet any of the terms and conditions applying to the grant, or which apply to any other grant from you, and we fail to rectify the failure/s within 30 days of receiving written notice of them.

7.2 We understand and agree that wherever any sum of money is recoverable from or payable by us, either:

- i. WCIT Charity may deduct that sum from any future payments of the grant; or
- ii. we will repay this money immediately upon receipt of the demand for payment from the WCIT Charity.

## 8. Communications

8.1. Where this grant agreement requires written notice to be communicated in writing, this may be done in person, emailed, or mailed by pre-paid first/second class post to the address which we or the WCIT Charity have advised to one another in writing. If delivered in person, or if emailed, all such communications shall be deemed to have been given when received (except that if received on a non-working day or after 5pm on any working day they shall be regarded as being received on the next working day), and if mailed all such communications shall be regarded as having been given and received on the second working day following such mailing.

END



**PLEASE SIGN AND RETURN THIS DOCUMENT**

Signed for and on behalf of our organisation:

I, Chair/Treasurer, am authorised on behalf of **xxx** to acknowledge receipt of the offer of a grant from the WCIT Charity, reference **xxx/xx/xx**, awarded **xx/xx/20xx**, of which the terms are:

- Continued monthly KPI reporting on xxx progress to be sent to the WCIT Charity Coordinator and WCIT Court Liveryman xxx.
- Further information on the xxx.
  - If it becomes clear during the recruitment process that xxx may appoint someone who is connected with the organisation, they should contact the WCIT Charity to discuss the situation. Unless there are exceptional reasons, which xxx must explain to WCIT Charity, the WCIT Charity would expect the position advertised openly and comply with Employment Law best practice.
- Regular Case Study reporting to be supplied as requested, and where appropriate, photos supplied. This enables the WCIT Charity to report back to its donors the fantastic impact this project is having.

and to accept on behalf of my organisation WCIT Charity's standard Terms and Conditions of Grant as set out in this document.

Signed for and on behalf of **xxx**:

**Name:**.....**Chairman/Treasurer**

**Signature:**.....**Date:**.....

**N.B. Electronic Signatures cannot be used.**