

# THE CHIBISTAN TRUST



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## GRANT MAKING POLICY

### 4th EDITION – 5<sup>th</sup> February 2019

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#### The Objects of The Chibistan Trust (“the Charity” or “the Trust” )

Under the terms of the Trust Deed dated December 2018, the objects of the charity pertaining to grant-making are:

*To provide for the relief of poverty and those on need, primarily, but not exclusively those living in the Indian sub-continent, by making grants for the provision of medical care, social welfare and housing, including disaster relief.*

#### 1. Priorities for support

The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year. The Trustees have determined that the priorities for funding over the next 5 years will be:

- OBJECTIVE 1: To provide healthcare facilities. Other than projects that the Charity undertakes itself, it also aims to build such buildings in ‘partnership’ with local NGO’s. Funding is given to projects which allow the charity to participate in the decision making process of each important stage, the charity will closely monitor all stages of build and the eventual operating, by providing its own representatives to work at the location together with the local NGO. Projects for the betterment of a community, such as orphanages, schools and shelters are also included in this objective.
- OBJECTIVE 2: The Charity will also entertain funding to individuals. This will be limited to funding to provide medical care for life threatening illnesses and where the quality of life can be greatly improved.

The priorities in this policy will be reviewed from time to time, and may be changed in accordance with the Trustees’ view of the most effective application of available funds at any point in time.

## 2. Principles

In awarding grants, the Trustees will apply the following principles:

- 2.1 Applications are welcome, for charitable projects that fall within the Trust's objectives, primarily but not exclusively from the Indian sub-continent.
- 2.2 Those involved in the project must not personally benefit and access to the services provided must be open to all who qualify, based on the Trust's charitable objectives. In particular, access must not be unreasonably restricted to the Public, on the basis of gender, religion, disability or other UK protected characteristic.
- 2.3 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.
- 2.4 The Charity will not normally support applications from larger national charities i.e. those with an annual income in excess of £5 million or with £10+ million assets or charities dedicated to issues deemed by the Trustees to be already well funded in the area of operation.
- 2.5 The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.
- 2.6 Applicants under 'Priorities for support' Objective 1 will normally be charities, community support programmes and NGO's registered in their home country that are able to demonstrate to the Trust a proven track record.

Applicants under 'Priorities for support' Objective 2 will normally be young people, as we believe their need is greatest and we can have most impact supporting them. In exceptional cases, the Trustees may consider applications others.

## 3. Beneficiaries

- 3.1 The trustees will identify beneficiaries and raise awareness of the grant availability by using their local knowledge and networks, liaison with other charitable organisations working in the sub- continent and through the Trust's website and other available media.

### 3.2 Exclusions

The Trustees will not approve the use of the Charity's funds, where access to the services provided is unreasonably restricted, or which are not wholly charitable.

The Trustees will not normally approve the use of the Charity's funds for purposes for which the:

- a) UK government has a statutory responsibility to provide (if the project is in the UK).
- b) Government of a beneficiary country is providing an acceptable level of delivery.

#### 4. Grant application process

- i. Firstly, download the Grant Application Form from our website: [www.chibistan.org/trust](http://www.chibistan.org/trust)
- ii. Fill in and complete (in conjunction with this policy) and sign.
- iii. Clearly mark FAO The Trustees.
- iv. All applications for grants should be POSTED in the first instance to:

The Chibistan Trust,  
Arden House  
74 Maple Leaf Drive  
Marston Green  
Solihull  
B37 7JB  
United Kingdom.

#### 5. Information requirements before awarding a grant

All applicants: before awarding a grant to an organisation or an individual, the Trustees require that the application should:

- 5.1 Inform the Trustees of the purpose of the application, details of the project, the way in which the grant will be used and how it will be managed effectively for its intended purpose;
- 5.2 Inform the Trustees of the names of those who are to be involved with the project/work to be carried out and the identity and financial status of the person(s) or organisation who will be responsible for the administration of the grant;
- 5.3 Demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes;
- 5.4 Sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them.

#### 6. Assessment process

- 6.1 All grant applications will be subject to due diligence and an initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings, and the Trustees will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application.

- 6.2** Applicants should note that, as with many other charitable trusts, The Chibistan Trust always receives far more applications than it has funds to support. Even if a project fits within the criteria and priorities of the charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.
- 6.3** The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

## **7. Monitoring and Publication**

- 7.1** 'Priorities for support' Objective 1 applicants  
It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions will be stipulated appropriate to the work to be carried out and progress will be assessed against agreed targets and/or milestones. See 2.1 Objective 1. If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated and the Trustees reserve the right to withdraw the grant on receipt of unsatisfactory progress reports. Failure to submit reports at the specified times to the Trustees of The Chibistan Trust may jeopardise the continuation of the charity's support. In addition to reports detailing progress, grant recipients will be expected to provide:
- Annual statements detailing how the grant funds have been spent;
  - Details (where appropriate) of any other funds applied to the same project.
- 7.2** 'Priorities for support' Objective 2 applicants  
Each individual case will be assessed on its merits. Funding will be granted at the discretion of the Trustees.
- 7.3** Funding will normally be by staged payments, subject to receipt of adequate financial and project reporting against the specified deliverables (quality, quantity and timescale), with any deviations explained, together with details of the action being taken to address any shortfalls in delivery.
- 7.4** Grantees undertake to notify the trustees immediately in the event of any suspected or actual financial mismanagement, abuse of beneficiaries, halt or disruption to the project, or other serious issue.
- 7.5** A percentage of the final grant payment will normally be withheld, pending satisfactory receipt of the final project and financial reports.
- 7.6** Funding may be delayed, withheld or subject to claw back, at the sole discretion of the trustees, in the event of any failure to meet project deliverables and timescales, and/or comply with the agreement.
- 7.7** Monitoring visits by representatives of the Charity may be expected during the period of a grant.
- 7.8** The Trustees also expect to receive copies of any published articles, electronic media footage, papers or other outputs which may result from the grant.

- 7.9 Following the conclusion of the project, the grant recipient (Objective 1 recipients only) will be expected to submit a final report within three months of the end of the grant, detailing fully the results and outputs from the project. The grant recipient should inform the charity of any extenuating circumstances whereby the submission of the final report is delayed, to allow a mutually acceptable date for submission to be agreed.

## 8. Disclosure

To be attached to your application:

1. Latest audited accounts or, if not available, latest company/management accounts, with an explanation as to why audited accounts are unavailable.
2. Details of company/NGO registration, professional and/or trade body membership, including registration/membership numbers.
3. If working with vulnerable people, details of procedures to ensure they are kept safe from harm and how management ensure these are applied consistently.
4. Confirmation that funding will be used for exclusively charitable purposes, no bribes, facilitation fees or similar will be paid and that no payments will be made to related parties, such as family members or business associates.
5. Confirmation that any assets, intellectual property or other material of financial value created will not be disposed of at any point, without confirmation that any proceeds will be used for an approved charitable purposes and the prior written permission of the trustees. In the event this is not forthcoming, the asset is to be disposed of in accordance with the trustees' instructions.
6. Confirmation that neither the company, directors nor senior management have been the subject of regulatory censure, criminal or civil court action (other than trivial offences), currently, or within the last 3 years.
7. Confirmation that any regulatory permissions, licenses or approvals required for the project have been obtained, or an explanation of what action is/will be taken to do so.
8. Any personal data provided by the Trust will be treated confidentially, only used for the purposes for which it was provided, not disclosed to any other party without our consent and destroyed, once there is no longer a legitimate reason to hold it.