Grant Making Policy

1. Purpose

This purpose of this policy is to set out the principles, criteria and processes that govern how School Food Matters makes grants to schools.

A grant is defined as a financial award that School Food Matters makes, on behalf of other organisations, to support food education in state funded schools.

2. Introduction

School Food Matters is a registered charity (number 1134094). It is governed by a board of Trustees. A staff team, led by the Chief Executive, has delegated responsibility for day-to-day activities.

Good practice in grant-making is ensured in three ways:

- Through grant-making principles which state that, where there is donor or funding partner involvement, the charity delegates authority to approve grant applications to a judging panel.
- Through published grant-making criteria which set out the activities School Food Matters and the donor wish to support.
- Through grant-making processes which set out how decisions are reached for awarding grants.

3. Grant-making principles

The principles which underpin School Food Matters' grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and timely processing of applications for both applicants and donors.

The principles are as follows:

- School Food Matters has ultimate collective responsibility for all grant-making decisions in line with School Food Matters' charitable purpose and any restrictions agreed with donors and funding partners.
- School Food Matters will assign certain decision-making responsibilities to a judging panel and such delegated decisions are subject to scrutiny and review from time to time.
- School Food Matters reserves the right to apply conditions to any grant.

School Food Matters also reserves the right not to approve a grant if the grant would not be charitable or would conflict with School Food Matters' stated policies or damage (or potentially damage) its reputation.

4. Grant-making criteria

Criteria for grant-making will be set out in the terms and conditions of each programme, developed and agreed in partnership between School Food Matters and the donor or funding partner.

School Food Matters will only make grants to schools that have completed an application form which will be available on the website when applications are open.

School Food Matters accept that they will, on some occasions, make grants outside the published criteria but that, in all such cases, the grant variation will be approved by the donor.

---

5. Grant-making processes

School Food Matters aims for the grant-making process to be transparent and to address the interests of applicants and the wishes of donors and funding partners. To this end, all eligible external grant requests will go through a two-stage process as follows:

- Assessment by School Food Matters staff to determine whether the application should be shortlisted for review. Requests not shortlisted are rejected unless a donor/partner wishes to review them.
- Review of the shortlist and recommendation by the panel which will include representatives from School Food Matters and those deemed by School Food Matters and its donors and funding partners to have the expertise required to judge applications. Applications not recommended are rejected.

If an application is successful, the grant will be paid in accordance with the terms and conditions set out in the letter of agreement or grant programme, or otherwise as School Food Matters reasonably determines (in consultation, as appropriate, with the donor or funding partner).

School Food Matters may, at its absolute discretion reduce, suspend or withhold the grant, or require all or part of the grant to be repaid if:

- the school fails to deliver the project, or if any substantive part of the project and/or the delivery of the project is reasonably deemed to be unsatisfactory;
- there is a substantial change to the project which School Food Matters has not approved; or
- the school fails to comply with any of the terms and conditions set out in the letter of agreement or grant programme.