

Mercer Family Charitable Foundation

(Registered Charity Number: 1177988)

Grant-making Policy

Mercer Family Charitable Foundation seeks to assist the charitable activities of organisations and individuals for such charitable purposes for the public benefit as are exclusively charitable according to the laws of England and Wales as the trustees may from time to time determine.

Who:

Mercer Family Charitable Foundation is a private grant-making charity set up in 2018 by the Mercer Family.

What:

Mercer Family Charitable Foundation supports activities and initiatives run by organisations - including charities and community groups – that deliver benefit in one or more of the following qualifying categories:

- **Education:** support of educational opportunities particularly in the field of farming, agriculture and food.

- **Healthcare:** benefit of health and relief of sickness or suffering particularly in respect of children and adults suffering from incurable illnesses.

- **Community:** support for community facilities in Staffordshire (e.g. community spaces and activities) with the aim of improving the lives of local people with particular need due to age, ill-health, disability, financial hardship or other disadvantage.

Any application for funding must fit within one or more of the above qualifying categories. Applicants for funding will be asked to specify clearly as part of the application process which of the above categories apply to them in order to receive the trustees' consideration. It must be noted that consideration by the trustees' does not guarantee provision of grant funding. In awarding grants, the trustees will consider requests from any geographical area within the United Kingdom.

The trustees are agreeable to working in partnership with other grant making bodies where funding for a project is beyond the scope of any single organisation.

Applications

To apply for funding, applications should be made by e mail to include:

- An overview of the charity or organisation making the request including a summary of how the grant will advance one or more of the charity's priorities for funding as per the above categories
- Full details of the amount of funding being applied for
- Confirmation of any other funding matched or otherwise that has been applied for or confirmed
- An approximate timeframe within which the funding is required
- Details of how the grant will be used and managed
- The applicant's full contact details.

Occasionally the trustees may ask for more information or wish to visit you to learn more about the project. You will be contacted if that is the case.

Applications should be submitted to: info@themercercharitablefoundation.com

An e mail or letter of acknowledgement will be sent confirming details of the next scheduled meeting of the trustees at which the application for funding will be considered.

If an applicant is awarded a grant the trustees will:

- (a) set out the key terms of the grant and any conditions attached to it in a letter
- (b) ask the applicant to sign the grant letter to indicate that they accept the terms and conditions

If the trustees decide not to award a grant the trustees are not obliged to give the applicant reasons for their decision.

Due Diligence

- The trustees will carry out sufficient due diligence to ensure that the request for funding meets the charitable purposes of the charity.
- The trustees will carry out sufficient due diligence on any potential beneficiary to confirm the identity of the beneficiary; that the funds are applied in accordance with the charity's charitable purposes; and that the funds are not knowingly used for:
 - money laundering
 - terrorist financing
 - bribery
- Due diligence may include requesting details of, and taking such steps as the trustees consider to be reasonable to scrutinise, any of the following:
 - the applicant's governing documents
 - (if applicable) the applicant's status as a charity including evidence that the applicant has been registered with the Charity Commission
 - the applicant's latest accounts and financial position
 - the identity of the applicant's trustees, directors, executive committee or other key personnel to seek to establish in particular whether they are authorised to act in that capacity
 - the applicant's governance and operational structures and practices
 - the applicant's internal financial controls
 - relevant operational policies and procedures that the applicant has in place (including but not limited to safeguarding children and vulnerable adults)

- any external risk factors which might affect the proposal.
 - In cases where the applicant will receive support from another funder the trustees may undertake due diligence on that funder.
- The trustees will keep a written record of any due diligence that they undertake.

Reporting requirements and monitoring

The trustees will take steps to monitor the use of the grant and verify that the grant is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant but the trustees will always seek to ensure that the arrangements are appropriate and proportionate.

Arrangements for monitoring use of the grant may include asking the beneficiary to provide any of the following:

- Copies of formal records such as receipts, invoices, bank statements and management accounts to show that funds have been used for the purpose for which they have been awarded
- Regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the grant
- A final written report on completion of the work funded by the grant, showing how funds have been spent, evaluation where the work has been successful and identifying lessons that can be learnt
- Information about any proposed changes to the proposed activities
- If appropriate, the trustees may also visit grant-funded activities and interview individuals involved in running those activities.