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**Cheshire & Wirral Ornithological Society**

Reg. Charity No. 702484

**GRANTS POLICY**

***This policy lays out the aims and principles in awarding grants. This document is to be taken in conjunction with the grants procedure and the* *grants application form*.**

1. CAWOS will only fund projects and activities that fall within the objects of the society.
2. CAWOS is governed by its charity trustees (‘Council’) who have a duty to act at all times in the best interests of the society, and who have ultimate responsibility for all grant-making decisions.
3. Successful awards will be subject to a formal grant-application and will be considered on a case-by-case basis.
4. Funding Criteria

CAWOS will consider all applications that fall within its charitable purposes (the ‘Objects of the Society’). Namely (but not exclusively) “*to advance public education in ornithology and related matters; to promote the recording, research and study of birds and other wildlife; to support and encourage the preservation, conservation and study of wild birds and places of ornithological interest; to protect these from injury, ill-treatment or destruction; to collate, maintain and publish recorded results."*

* Funding will not be available to any organisation which operates outside the geographical area of Cheshire or Wirral.
* Funding will not be available to cover salaries or expenditure of a routine nature.

1. Funding-policy by recipient type:
2. Charities: organisations must have a written constitution, with exclusively charitable aims.
3. Governmental Agencies - support will only be considered where there is either no, or inadequate, statutory provision.
4. Other Organisations - in the event that the trustees wish to support a non-charity organisation (for example social enterprises, campaigning organisations, commercial companies) the Charity Commission’s guidance would be followed. In particular, to ensure that grant is only to support CAWOS charitable purposes. [Grant funding an organisation that isn’t a charity - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/grant-funding-an-organisation-that-isnt-a-charity)
5. Publishing grant-opportunities

Grant opportunities will only be promoted/published publicly following agreement by Council. The Council agreement shall include:

a) the total value (or benchmark figure) of potential grants,

b) the promotional method(s)

c) the wording of the proposal

1. Submission of Grant Applications

It is required that grant applications be made using our application form.

Requirements:

1. To demonstrate how the funding criteria are met
2. To provide information on the organisation’s purposes.
3. Project/bid details
4. Details of the predicted impact the funding would have
5. Measurable outcomes
6. Costs
7. Timescales
8. Decision-making process

Applications will be considered by a minimum of three representatives from the elected Council, to include at least one Executive Officer. Decisions will be made in accordance with the Charity Commission C27 guidelines on trustee decision making. Specifically, Council members will agree to act in good faith and only in the interests of the charity.

[It's your decision: charity trustees and decision making - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/its-your-decision-charity-trustees-and-decision-making/its-your-decision-charity-trustees-and-decision-making)

1. Grant awards will be agreed by Council and decisions will be recorded in the Council minutes.
2. Notification

All applicants will be notified of the outcome of their bid. Successful applicants will have funding made available having signed an agreement. This document will include:

1. Confirming receipt;
2. Obligations: monies may only be spent for the purposes for which given.
3. Any unused portion of the grant is to be returned to the charity.
4. Reporting on how the grant was spent;
5. Reporting back on the impact / outcomes;
6. Any supporting evidence required, such as receipts;
7. Any deadlines for the above if applicable
8. Reporting On Grant Awards

Grant recipients will be required to provide a report on how their grant was used and the impact this has had.  The content and nature of information to be reported will be appropriate for the size and type of grant awarded.  The charity will monitor such reports to ensure that grants are being use for the purposes intended, and also to assess the impact grants have made.  This learning will be used to inform future decision making and policy to maximise the charity’s impact.

1. Repayment

The Trustees reserve the right to reclaim grant monies either in whole or in part if:

a) the project or purpose for which it was awarded does not proceed;

b) part of the grant remains unused when the activities that the grant was intended to fund have been completed; or

c) the grant is used for a purpose other than that which has been agreed

1. Data Protection

Applicants’ data will be held in accordance with data protection legislation. Data will be held securely, disclosed only if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed once no longer needed.

*Last updated 14/02/2025/CB*