



# Sri Guru Singh Sabha Southall

## Grants Policy

### 1. Purpose

1.1 This purpose of this policy is to set out the principles, criteria and processes that govern how Sri Guru Singh Sabha Southall ('the Sabha') makes grants.

1.2 A grant is defined as a financial award the Sabha makes from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other bodies or to individuals.

### 2. Introduction

2.1 The Sabha is a registered charity (number 280707) and benefiting the Sikh community particularly, though not exclusively, around Ealing, Hounslow, Hillingdon and Harrow. It is governed by an Executive Committee. A staff team led by the Office of the General Secretary has delegated responsibility for day-to-day activities.

2.2 The Executive Committee ensure proper governance of the Sabha's grant-making in three ways.

- a. Through **grant-making principles** which ensure that, even where there is donor or funding partner involvement, decisions are ultimately made by the Sabha's Executive Committee. These principles clarify that funds given are the Sabha's asset, albeit with degrees of restriction on their use, and that, where they are involved, donors are *recommending* grants, not *awarding* them.
- b. Through published **grant-making criteria** which set out the activities the Executive Committee wish to support in furtherance of the Sabha's charitable objectives. The criteria also include activities which the Executive Committee do not wish to support because they do not consider them to be in line with the Sabha's purpose. The Executive Committee accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.
- c. Through **grant-making processes** which set out how decisions are reached for awarding grants from different types of funds at the Sabha.

### 3. Grant-making principles

3.1 The principles which underpin the Executive Committee's governance of the Sabha's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making and responsive customer service for both applicants and donors.

3.2 The principles are as follows:

- The Executive Committee has ultimate collective responsibility for all grant-making decisions in line with the Sabha's charitable purposes and any restrictions agreed with donors and funding partners.
- The Executive Committee may assign certain decision-making responsibilities to its sub-committees, Executive Committee members or staff within its scheme of delegation. Such delegated decisions are subject to scrutiny and review from time to time.
- The Executive Committee reserve the right to apply conditions to any grant.
- The Executive Committee also reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with the Sabha's stated policies or damage its reputation.

- The core functions of the Sabha are stated in the Sabha's constitution, we will only consider making grants towards those projects which further the Sabha's objectives.

#### 4. Grant-making criteria

4.1 The Sabha's published guidance on criteria for applications from individuals and groups is set out in Appendix 1 of this policy.

4.2 As a registered charity, the Sabha can only make grants to support activity which is charitable in law. Organisations do not have to be registered charities to apply, but the Sabha will only make general running cost or unrestricted grants to charities. Grants to other types of organisation will always be restricted for a specific charitable purpose.

4.3 The Executive Committee is mindful of the regulation and focus of Community Interest (CICs) and other non-charity social enterprises. The Sabha's approach is to consider helping such organisations, where there is a sound business plan, with the charitable costs of start-up or expansion. The Sabha does not normally support CICs and other non-charity social enterprises with the costs of continuing services, which should be financed by the sale of goods and services in line with the governance model they have chosen.

4.4 The Executive Committee expect that grants will normally support one or more of the following outcomes:

- *Services and activities that work* – helping groups maintain, expand or provide new services, with an emphasis on quality and effectiveness.
- *Stronger organisations* – organisational development rather than the costs of services, to preserve the ideology of the Guru, promote Sikhi, its cultural and spiritual heritage, and the principles of the Dharam.
- *Change in policy and practice* – where the focus is not on services but on influencing improvements in wider society through relevant policy and practice.

4.5 External applications for support must be made by addressing the application to the Office of the General Secretary.

4.6 Grant requests which the Executive Committee will not normally support are:

- Contributions to general appeals or circulars;
- Public bodies to carry out their statutory obligations;
- Activities which have already taken place;
- Privately owned and profit-distributing companies or limited partnerships.

4.7 To ensure the Sabha's resources are used solely to further its charitable objectives, and it can report on the impact of grants, Executive Committee normally expect that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer.

#### 5. Grant-making processes

5.1 The Executive Committee aim for the Sabha's grant-making processes to be transparent and to address the interests of applicants and the wishes of our Sangat and members. To this end, all eligible external grant requests go through a four-stage process as follows:

- **Allocation** to available funds according to their availability and criteria.
- **Assessment** to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected
- **Review** of the assessment by the Executive Committee, or by a person acting with the delegated authority of the Executive Committee. Grants not recommended are rejected
- **Ratification** of the recommendation by the Executive Committee or a person/committee acting with its delegated authority.

5.3 In addition to responding to external grant requests, the Executive Committee may at their discretion invite or commission proposals, or provide funding in collaboration with others or by combining fund contributions.

5.4 The Executive Committee delegate responsibility for approval of grants from different funds as follows.

- Ratification of recommendations from donor- and panel-advised funds and for donor nominated grants is delegated by the Executive Committee to the Office of the General Secretary. A list of ratified grants (and rejections) is formally reported to the Executive Committee.
- External requests or invited proposals for up to £2,000 may be approved by a combination of the President, General Secretary or Treasurer.
- External requests or invited proposal for over £2,000 and below £10,000 are considered by a panel established by the Office of the General Secretary. The panel's recommendations are then ratified by the Office of the General Secretary and reported to the Executive Committee.
- External requests or invited proposal for amounts at £10,000 and above are dealt with by the Executive Committee or a grants panel it establishes to act on its behalf. In such cases, the funds are treated as panel advised and recommendations ratified by the Office of the General Secretary as set out above.

5.5 Recommendations to approve high-risk and unusual grants of any type are not delegated and must be referred to the Executive Committee. Examples include where:

- there is a question as to whether the grant would be for a charitable purpose;
- there are risks around an organisation's long-term liquidity or solvency;
- the grant is for unusually large sum, or for a type of organisation, activity or area of benefit not usually supported;
- one or more the Executive Committee or senior staff have a conflict of interest;
- there is a risk of damage to the Sabha's reputation; or
- there is a potential conflict with the Sabha's policies.

## **6. Variations to this policy**

6.1 The Executive Committee may vary the terms of this policy from time to time.

***Version 1.0 approved by the Executive Committee February 2024***

## APPENDIX 1: GRANT-MAKING CRITERIA

### How do I apply?

Send an email to [gensec@sgsss.org](mailto:gensec@sgsss.org).

### Who can apply?

We make grants to a wide range of organisations. We are particularly keen to help grassroots community groups and small-to-medium-sized voluntary organisations. We do not normally make grants to large UK-wide charities, but we might do so where there are strong relationships in our area and the proposal has potential to achieve a substantial impact.

You do not have to be a registered charity to apply, but the work you ask us to support must be legally charitable. However, please note that we can only make grants for general running costs or unrestricted purposes to charities. Grants to any other organisations will always be restricted for a specific charitable purpose.

It is advised that you have a governing document (constitution, rules, memorandum and articles of association etc.), a governing body of at least three unrelated individuals, and a bank account in your group's name with at least two unrelated signatories.

### Which area do I need to be in to apply?

The Sabha can support applications from anywhere as long as applicable to those who offer to preserve the ideology of the Guru, promote Sikhi, its cultural and spiritual heritage, and the principles of the Dharam.

### What sort of support is available?

Through our grants to groups, we are interested in supporting:

- *Services and activities that work* – helping groups maintain, expand or provide new services, with an emphasis on quality and effectiveness.
- *Stronger organisations* – organisational development rather than the costs of services, to preserve the ideology of the Guru, promote Sikhi, its cultural and spiritual heritage, and the principles of the Dharam (e.g., event promotions).
- *Change in policy and practice* – where the focus is not on services but on influencing improvements in wider society through relevant policy and practice.

We will not fund requests to support:

- Contributions to general appeals or circulars;
- Public bodies to carry out their statutory obligations;
- Activities which have already taken place;
- Privately owned and profit-distributing companies or limited partnerships.