



This document sets out the policy of Westway Trust on grant-making. It provides information about our two main funding programmes – the Community Grants Programme and the Festivals Fund. The policy covers details about these programmes such as the purposes for which the funding is made available, the eligibility criteria and how the funding applications are assessed.

Any additional detailed information on individual rounds of grant programmes, including opening and closing dates for applications, the overall timetable and any requirements or other details specific to the particular funding round, will be made available closer to the time via our website at [www.westway.org](http://www.westway.org) and through other appropriate channels.

This policy does not cover Supplementary Schools, or other externally funded grant-giving schemes, as any policy on those schemes is established by the funding agreement.

### 1. Equal opportunities in our grant-funding programmes

Westway Trust is committed to providing equal opportunities in all aspects of our work. This includes promoting fair and equal access to our grant funding programmes. To help us ensure we are meeting our commitment, it is very important that we understand which sections of the community we are reaching with our programmes. Having up-to-date and detailed information about who is applying for grant funding means we can more easily identify any sections of the community we appear not to be reaching or who are under-represented in the applicant pool. We can then think about what action we might take to better promote our grant-funding programmes.

All equalities information is held confidentially by us and in accordance with data protection legislation. Those taking decisions on grant applications will have no access to any equalities information applicants have provided – they will take decisions based solely on an assessment of applications against the published criteria for the grant-funding programme. Applicants should therefore be reassured that in providing us with the information requested for equalities monitoring purposes, they will be helping us to ensure we fully understand which sections of the community we are reaching and also that the information provided will never be used when assessing a grant application.

### 2. Overview of grants available:

Grant Programme	Grant Size	Type of work funded	Application process	Indicative amount of funding available each year (£)
Community Grants Events	Up to £500	One-off community celebrations and events that bring local people together and celebrate the area's culture and heritage.	Short online Application Form	£3,000
Community Grants Small Grant	Up to £2,500	Projects which celebrate the local area's creative and artistic community, making the most of the local talent; improve health and well-being in the local community; or improve economic opportunity.	Online Application Form	£100,000



<p><b>Community Grants Crowdfunding</b></p>	<p>Up to <b>£4,000</b></p> <p><i>Westway Trust will not contribute more than 50% towards the total project cost</i></p>	<p>Larger projects which commit to undertake a crowdfunding campaign to raise additional income. Projects must demonstrate that they have public support for their campaign and raise all of the funds they need to deliver the project.</p>	<p>Creation &amp; undertaking of, an online crowdfunding campaign.</p>	<p>£12,000</p>
<p><b>Festivals Fund</b></p>	<p>Up to <b>£5,000</b></p> <p><i>Must also evidence match of 10% from other sources</i></p>	<p>A festival is defined as ‘a series of events (or a single event with several elements) with a common theme and delivered within a defined time period’.</p>	<p>Online Application Form and meeting with external Festivals Fund Panel.</p>	<p>£100,000</p>

**3. Who we will and will not fund:**

<p><b>Who will Westway Trust fund?</b> To be eligible for funding from Westway Trust, your group must:</p>	<p><b>Who will Westway Trust not fund?</b></p>
<ul style="list-style-type: none"> <li>▪ Be a registered charity</li> <li>▪ Be a registered Community Interest Company (CIC)</li> <li>▪ Be a community group with a written constitution or governing document.</li> <li>▪ Have a significant presence within the Royal Borough of Kensington and Chelsea (RBKC), with a particular focus on communities living on and around the Westway estate area of North Kensington.</li> <li>▪ Have at least three trustees or committee members who are not related to each other</li> <li>▪ Have a bank account in its own name</li> <li>▪ Be open to people of all religions and political affiliations</li> <li>▪ Have returned an Impact Form(s) for any grants previously received.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Organisations that do not have an existing significant presence in RBKC</li> <li>▪ Projects and activities taking place outside RBKC and/or that do not benefit RBKC residents, with a particular focus on North Kensington.</li> <li>▪ Individuals</li> <li>▪ Organisations with a total annual income in excess of £5m</li> <li>▪ Retrospective costs</li> <li>• Contributions to reserves or the payment of debts</li> <li>▪ Animal welfare organisations</li> <li>▪ Political organisations</li> <li>▪ Religious activities</li> <li>▪ Organisations that are in debt to Westway Trust</li> <li>▪ Organisations that wish to use the funding to pay for services provided by Westway Trust.</li> </ul>

**4. How are decisions made?**

Decisions on which applications to approve, and how much funding to award to each successful applicant, are different for each type of grant. However, decisions are based on:



- The extent to which the project meets the aims and objectives of Westway Trust
- The ability, as evidenced in the application, to plan, organise, promote, deliver, monitor and evaluate the project;
- Evidence of value for money and budget viability

Decisions will be based solely on the merits of the application. No preference will be given to organisations based on who they are or any existing relationships they may have with Westway Trust.

Repeat awards will be considered if funds allow and subject to the submission by the applicant of a full impact report for the project previously delivered.

The process for each type of award is as follows:

Grant Programme	Stage 1	Stage 2	Stage 3
Community Grants <b>Events</b>	An initial assessment of the applications will be made by an <b>external</b> panel of local people and voluntary sector experts for review and approval, with support from Westway Trust staff.	Recommendations will be submitted to the Executive team of Westway Trust for approval.	Not Applicable
Community Grants <b>Small Grant</b>			
Community Grants <b>Crowdfunding</b>	An initial assessment of the project / crowdfunding proposal will be made by the external panel:	Recommendations will be submitted to the Executive team of Westway Trust for approval.	Not Applicable
Community Grants <b>Strategic Grants</b>	A dedicated internal Strategic Grant team will meet to assess all applications. If your EOI is approved you will be allocated a Project Manager to work up a full application.	Applications will be considered by an external panel of local people and voluntary sector experts for review and approval, with support from Westway Trust staff.	Recommendations will be submitted to the Executive team of Westway Trust for approval.
Festivals Fund	An initial internal assessment of the applications will be made by members of the external Festivals Fund Panel and Westway Trust staff.	Shortlisted applicants will meet with the external Festivals Fund Panel to discuss and review their applications.	Not Applicable

### 5. Conflicts of Interest

To maintain the independence and integrity of the process, all panel members will be asked to declare any conflicts of interest at the start of the assessment process. In the event of conflicts being declared, members will be asked to abstain from assessing applications in which they have any direct personal or professional interest. A register of interests will be maintained.

## **6. Use of the grant**

The grant can be used only for the activity or project described in the funding application. Once the activity or project has been completed, the grant recipient must submit – no later than two months after the end of the activity or project - an impact report that sets out how successful it has been and what it has achieved.

## **7. Mutual recognition**

Westway Trust will recognise the success which the grant helps the recipient to deliver. We will do this by including the activity or project in our newsletters, on our website, in social media channels and through other relevant communication vehicles. In return, the grant recipient will be expected to acknowledge Westway Trust's contribution to the achievements of the activity or project – by for example using our logo on marketing material, impact reports and other relevant material/documents.

## **8. Repayment of a grant**

Under certain circumstances Westway Trust may require a grant to be repaid either in part or in whole. The circumstances in which this is necessary will vary but may include the following:

- The grant-receiving organisation ceases to operate, is declared bankrupt or is placed into liquidation or receivership
- The grant-receiving organisation fails to use the grant for the purpose for which it was obtained, or fails to complete the project within 12 months of the grant being awarded
- The grant-receiving organisation fails to comply with the conditions of the grant
- The application form was completed fraudulently, incorrectly or misleadingly
- The grant-receiving organisation acts in a fraudulent or negligent manner at any time during the period of the grant.

<p><b>Policy Owners: Phil Nichols and Martin Parker</b> <b>Date Policy Approved: May 2018</b> <b>Next Review Date: May 2019</b></p>
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