

**CITY OF GLASGOW COLLEGE FOUNDATION ("the Foundation")**

**Scottish Charity Number: SC044620**

**GRANT AWARDS POLICY**

1. If an applicant wishes to apply for financial support ("a Grant") from the Foundation in relation to an anticipated project ("the Project") it should determine in accordance with its own internal procedures (if applicable) which requests it intends to make.
2. An application for a Grant ("the Application") is to be presented to the Foundation at least four weeks in advance of a Board meeting of the Foundation for circulation and consideration prior to the meeting. Any applications submitted fewer than four weeks before a Board meeting may be held over until the following Board meeting at the discretion of the Foundation's Trustees. A timetable of Foundation Board meetings will be circulated to substantial donors.
3. It is expected that the Foundation will not support projects of continuing expenditure of a routine nature.
4. The Application should be made on the Foundation's standard application form and include:
  - a) details of the Project;
  - b) details of the estimated cost;
  - c) details of the funding required/ obtained from elsewhere;
  - d) an indication of funding and expenditure timescales; and
  - e) details of how a Grant Award would contribute to the charitable purposes of the Foundation.
5. The Application must be authorised by a suitably authorised person of the applicant in line with that applicant's own governance arrangements (if applicable). Confirmation of the applicant's internal authorisation for the submission of grant applications to the Foundation should be provided to the

Foundation and any changes to that authorisation are to be notified to the Foundation as soon as possible after the implementation of such a change. Until the Foundation is in receipt of any change to that authorisation, it shall be entitled to rely on the existing authorisation submitted to it.

6. Following the receipt of the Application, the Trustees of the Foundation may request further information from the applicant regarding the Project.
7. Approval or rejection of the Application will be determined at the Board meeting and intimation of the decision of the Foundation shall be made to the applicant as soon as practicable following the Board meeting. As noted above, the decision whether to make a grant to an applicant in respect of a Project is at the discretion of the Foundation Trustees to be taken in accordance with the terms of the Foundation's constitution and the Trustees' duties under charity law.
8. In exceptional circumstances, the Trustees may consider an Application outwith the scheduled Board meetings ("an Urgent Application"). An Urgent Application will only be considered if a delay in consideration of the application until the next scheduled Board meeting would seriously prejudice, jeopardise or create a significant barrier to progress with the Project.
9. In the event of an Urgent Application being necessary, the intention to make such an application should be intimated in writing to the Foundation at the earliest possible opportunity. The applicant shall make an Urgent Application containing all the relevant information set out above including a note of the timetable within which a decision from the Foundation is required. The Urgent Application should be authorised in the same way outlined above and it should be intimated to the Foundation for circulation among the Trustees at the earliest possible opportunity.
10. The Foundation will endeavour to meet the timescale set out in the Urgent Application.
11. In the event that an Application is rejected by the Foundation (whether standard or urgent), reasons for the rejection will be given to the applicant. It will be open to the applicant to re-submit the Application with such further explanations, clarifications or changes in respect to the Applications it wishes and the Application will be considered again by the Foundation. The applicant may wish to make use of the urgent procedure for such a re-submission.
12. In the absence of a written statement from the Foundation to the contrary, grants are to be subject to the Foundation's standard grant conditions as set out below. Subject to that, the Foundation may also determine that, in certain circumstances, grants will be made subject to a specific grant agreement to be agreed between the applicant and the Foundation prior to the making of a grant.