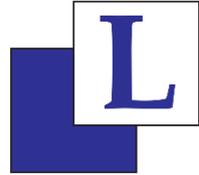


The Leonardo Trust



Grant Making Policy

Purpose

The Leonardo Trust ('the Trust') was established in 2001 for the purpose of providing grants to unpaid carers. The Trust is governed by a Board of Trustees who make discretionary grants where they believe that our contribution will make a real difference to the wellbeing of unpaid carers.

Applicant eligibility

Applications will be considered from:

- Recognised unpaid carers residing in the county of Dorset
- Carers Groups supporting carers in Dorset
- Registered Charities delivering services to carers in Dorset
- Voluntary Organisations and Community Groups delivering services to carers in Dorset
- Exempt Charities ([schedule 3 of the Charities Act 2011](#)) such as recognised educational institutions
- Local Government carers services

Applications will not be considered from:

- Individuals residing outside the county of Dorset
- Charities registered outside the UK
- Political parties
- Organisations/individuals requesting support where government & other statutory agencies have a statutory duty to provide such support

The trustees regret they are unable to reimburse costs already paid or anything that has been booked, contracted for or reserved prior to their agreement to fund/part-fund the cost. Many of the grants we award are under £300 and we may ask an applicant to contribute towards the cost of an item.

Priorities for Support

The number of applications/projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year.

This policy will be reviewed every year (or more often if deemed appropriate by the Trustees) and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

Application process and expectations

All applications for grants should be made by submitting a completed application form either by post; The Leonardo Trust, 5 Dunyeats Road, Broadstone, BH18 8AA or by email; info@leonardotrust.org or online www.leonardotrust.org

All applications made must be endorsed by a suitably qualified health or social care professional.

Before awarding a grant to an organisation or an individual, the Trustees require that the application should:

- Inform the Trustees of the purpose of the application, details of the carer's situation, the way in which the grant will be used and how it will be managed effectively for its intended purpose.
- Demonstrate that the recipient (whether an organisation or an individual) has and will be adequately insured both in relation to any equipment and facilities purchased by the grant but also in relation to any risk of injury arising by reason of the project or purposes for which the grant is awarded including injury to those participating in that project or those purposes; and sign the application form to state that the applicant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient and agrees to be bound by them.

Assessment Process

All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. We aim to acknowledge receipt of an application in 7 working days.

Grants will be considered by the Trustees at the nearest opportunity and the Trustees will aim to write to all applicants informing them of the outcome of their application for funding within one calendar month of the date of the application.

Applicants should note that, as with many other charitable trusts, we receive far more applications than we have funds to support.

Even if an application fits within the eligibility criteria and priorities of the Trust and a detailed assessment has been made, the Trust may still be unable to provide a grant.

The Trustees will notify the applicant should their application be unsuccessful.

Applicants that are unsuccessful may re-apply to the Trust from 12 months after the date of their most recent application. Applicants that are awarded a grant must leave a year following the date of the final payment before applying for another grant. The trust will only consider applications outside of these timescales in exceptional circumstances.

Any applicant may ask for their application to be reconsidered by submitting a request in writing either by letter or email, stating the reasons why the application should be reconsidered. The trustees will notify the applicant of the outcome within 21 days. Once an application has been reconsidered by the Trustees, their decision is final.

Data Protection

A new data protection law, known as the General Data Protection Regulation (GDPR) 2018, came into force in May 2018. The Trust collects minimal personal data from applicants – only that which is necessary to administer the application – and we do not engage in marketing activity. Applicants are encouraged to read our Privacy Policy before completing the application form.

Equality & Diversity Statement

The Leonardo Trust welcomes applications from a broad and diverse community. In order to consolidate and build upon this diversity, it is essential that equality and the absence of unfair discrimination be at the core of all the Trusts activities.

The Trust will not unfairly discriminate in the assessment or treatment of grant applicants on the basis of any factor which is not relevant to the eligibility of their application.

The Board of Trustees have responsibility for ensuring that the Trust operates within the legal framework for equality and diversity and for promoting, developing, and implementing this statement throughout its functions.

The Charity Manager has responsibility for the implementation and monitoring of this statement within the Trusts functions. In addition, the Charity Manager is responsible for preventing unfair discrimination or harassment or victimisation which it is within The Trusts control to prevent; and challenging or reporting if such behaviour occurs.

The Charity Manager is also responsible for keeping the Board of Trustees informed of all developments in this area and for making appropriate staff aware of any specific responsibilities that relate to their work within the Trust.

Complaints & Compliments

We want to provide the best service we can. To help us do this we would like to hear your views. If you are pleased with a member of staff or a service we provide, then please let us know.

We also want to know when things go wrong. If you are unhappy with the services you receive, we have a complaints procedure for you to use. We take complaints seriously and want to put things right.

Who to contact

Please telephone, write or email:

Donna Blanche, Charity Manager
The Leonardo Trust
5 Dunyeats Road
Broadstone
Dorset
BH8 8AA
Email: donna@leonardotrust.org
Tel: 01202 698325

Board of Trustees
The Leonardo Trust
5 Dunyeats Road
Broadstone
Dorset
BH8 8AA
Email: info@leonardotrust.org
Tel: 01202 698325

The Leonardo Trust is an independent charity and works in partnership with other charities, community groups and local government organisations.

Charity Reg No: 1086045