



APRES: GRANT MAKING POLICY

1. Charitable purpose and objective

1.1. To grant funds to registered charities or groups/organisations with charitable purposes on projects/programmes with the intent of furtherance of Aviation Preservation, Restoration or Education.

1.2. The trustees shall apply the funds of APRES at their discretion and in accordance with the charitable purposes and objectives of the charity.

2. Priorities for support

2.1 Any group/organisation seeking a grant from APRES must be a registered charity or undertake activities deemed for charitable purposes under the law of England and Wales..

2.2. The amount of work or number of projects that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current criteria for funding are:

- the advancement of Restoring Aviation Heritage, to Preserve the Engineering skills deemed necessary, to Further the Education of the younger generation. utilising the knowledge to assist the advancement of the arts, education, culture, heritage or science;
- existing organisations, which as a priority they must be registered charities with the interest of bringing air-frames to life as an act of remembrance.
- To assist only viable "Aircraft to the Sky" type organisations which are capable of getting an aircraft to flying condition.

2.3. The priorities for support will be reviewed by the trustees annually and may be changed at their discretion. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

3. Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

3.1. The trustees will consider any requests or known situations that are eligible for consideration:



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- Primarily from any geographical area within England and Wales.
- From charitable organisations, and non-registered charities and projects undertaking charitable purposes in accordance with the laws of England and Wales.
- Include contributions to both to large charities and small charities.
- The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.
- That sufficient due diligence shall be undertaken to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.
- That each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.
- The trustees will not normally approve any grant without seeing the most recently published annual report and accounts of the charity that they intend to benefit. Each individual Application must present a sound business plan and provide a formal application that meets the required criterion of merit as required by The Charity Commission.
- The trustees will not consider 'on-going' funding of a project of another charity, (i.e year on year) but shall re-assess the continued support of any project on an application by application basis.
- The Trustees will insist that any "aircraft to fly" project has to be CAA compliant from the outset. The trustees would include consultation with organisations such as Civil Aviation Authority, Military Organisations and Governmental Departments as part of risk assessment process for such a project
- Trustees will protect income from General Public donation for the purposes set out in this policy.
- Should there not be sufficient funds available for a viable Project Application the trustees shall reject the application. There will be a Funding Limit set of 10% of available funds per application.



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3.2 Any grant made by the trustees shall be made at the absolute discretion of the trustees. Whilst this list does not create a barrier to the making of a grant, the trustees will not normally fund any of the following:

- Individuals
- Organisations that do not have charitable status/purposes or those acting as a conduit
- general appeals from national charities
- National organisations with no track record of delivery in APRES's beneficial Area
- Grant-giving organisations
- Not-for-profit organisations that are not registered charities nor have charitable purposes
- Registered charities that have applied on behalf of organisations that are not registered with the Charity Commission
- Statutory obligations
- Lobbying and campaigning
- Endowment funds
- Feasibility studies
- Research
- IT equipment
- Core costs for umbrella bodies or second tier organisations
- Salaries of posts employed by statutory bodies
- Any part of a request for a grant that would involve the payment of salaries or remuneration.

3.3 All Grants applications must be applied for in writing and applicants must be able make presentations to the trustees in person when requested.



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4. Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary
- That funds are applied in accordance with the charity's charitable purpose
- There is independent expert evidence that the preservation /restoration project is of sufficient historic interest
- There is independent expert evidence that the item is of sufficient educational value and/or historical significance
- They are set up for public benefit.
- They provide sufficient public access
- Any personal benefit to individuals is incidental and properly regulated
- That funds are not used for non-charitable purposes such as trading
- That funds are not knowingly used for:
 - Money laundering in accordance with the operative Money Laundering regulation;
 - Terrorist financing in accordance with the Terrorist Act 2000;
 - Bribery in accordance with the 2010 Bribery Act.

4.2 In order to be charitable, museums will need to be able to demonstrate that their collections or exhibits are for the public benefit, that is;

- they provide sufficient public access;
- any private benefit gained by individuals is incidental and properly regulated;
- they are not used for non-charitable purposes, such as trading;
- they satisfy a criterion of merit , that is, there is sufficient evidence that the collections and exhibits and the use made of them either will educate the minds of the public whom the museum intends to serve..



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4.3. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

4.4. The trustees will adopt a risk rated approach to due diligence. Risk factors will include; the size of the grant; the geographical location in which the grant will be applied; the nature of the relationship between the charity and the applicant.

4.5. The results of any due diligence will not last indefinitely. In cases where beneficiaries have been supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary.

5. Administration

5.1. For all grants, trustees should be confident:

- Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;
- Of the person(s) responsible for the management of the grant and for overseeing the work;
- That all applicable laws, regulations, codes and working practices associated with the work are fully and properly applied;
- Of receiving regular, or stage and final written reports, including where possible photographic evidence;
 - setting out the progress and achievements for the period covered
 - detailing any forthcoming changes to either the nature or the location of ongoing work.
 - And in the case of final report indication as to how the APRES grant was spent and whether all APRES funds were spent.
- That access to grant funded projects/programme, where deemed necessary, is attainable to allow sufficient Monitoring to verify how funded projects/programmes are progressing.
- Of receiving copies of the latest available signed and audited accounts for the funded project/programme or for the funded group/organisation.



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5.2. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments.

5.3. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

5.4. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with prevailing Data Protection legislation.

6. Decision Making

6.1. The decision of the trustees on whether to award a grant is final.

6.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful

Guidance Documents in Support of this Policy

1. APRES Grant Making Process Flowchart
2. APRES Grant Funding Application Form template
3. APRES Risk Assessment Checklist
4. APRES Terms & Conditions Guidance
5. APRES Monitoring Report Template