



Grant Making Policy

This policy sets out the Bali Chalk Fund's aims and principles in awarding grants, the application process and conditions that may apply to consideration of applications.

Bali Chalk Fund (BCF) can only fund projects and activities that fall within the objects of the charity.

BCF, by giving grants, seeks to advance education for the public benefit in landscaping and horticulture and related subjects, including the support of technical and vocational training and other educational support needs that may arise to help obtain employment in this field of work through the provision of scholarships and grants.

BCF is keen to encourage practical hands on and supervisory skill development to address the current skill shortages faced by the Landscape Sector. The fund is governed by a board of Trustees and with some promotional and administrative support from the British Association of Landscape Industries.

Bali Chalk Fund Aims:

- To provide financial and inspirational support for organisations and initiatives with aligned and complimentary objectives (as above).
- To seek opportunities to maximise the outcomes achieved with its funds at each stage.
- To develop an employer led network to ensure BCF is and remains relevant.

Grant Making Criteria & Priorities

Funding Criteria. The charity will consider all applications that fall within our charitable purposes, aims and objectives and meet our funding criteria and, for which, the due diligence process does not identify any unacceptable issues. BCF is active in supporting the landscape education sector with Student Awards and Course Enrichment Programmes. It also seeks grant applications from the wider sector with awards based on merit where the beneficiary is compatible with our strategic aims as above and involved in the United Kingdom with one of the primary activities below:-

- Landscape construction
- Hard landscaping
- Soft landscaping
- Landscape maintenance and management – grounds maintenance
- Landscape education and training
- Landscape and garden design

Trustees will offer grants from within available funds and agreed financial limits and solely on merit.

Priorities. Should the number of good applications exceed the funding available, the trustees use the following criteria to help them in making decisions on how best to allocate funding.

- It is key that beneficiary or beneficiaries should have outcomes which improve the skill levels of individual/s, so there is a bias toward practical hands on and supervisory skill development.
- Those most in need, particularly marginal groups such as the disabled community.
- Where a small grant might enable a larger project to go ahead, such as meeting a shortfall in funding.
- Any other priorities that the trustees may from time to time decide.

Submission of Grant Applications

Submissions to be made in writing with 1000 word count limit. In addition, relevant supporting documents, such as a programme plan or budget may be included

Applications may be sent to us by post or as an email attachment to the address below: Bali Chalk Fund c/o British Association of Landscape Industries, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG. Email: contact@balichalkfund.org.uk

Submission should included the following:

- How our funding criteria is met.
- Information on your organisation/individual.
- The overall aim of the application, is it a single or reoccurring grant, if so over what timeframe?
- Key outcomes - what success will look like
- Who the funding will benefit and the impact on number of people if known
- Type of activity we are being asked to fund: e.g., education, skill training, study travel, equipment, subsistence, etc.
- How much the project will cost and how much we are being asked to fund
- Whether other funding is being sought and what % and from whom
- Evidence of the need and impact the funding would have.

Please note that beneficiaries must acknowledge BCF support in their publicity.

Safeguarding – if working with children or vulnerable adults, applications are to include details of the procedures used to ensure they are kept safe from harm and how management ensure these are applied consistently. These must comply with safeguarding legislation.

Bali Chalk Fund Ltd No. 12903765 (BCF) is a registered Charity No. _____
British Association of Landscape Industries, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG
t 02476 690333 f 02476 690077 w www.balichalkfund.org.uk e contact@balichalkfund.org.uk

Health & Safety at Work (H&SW) – the organisation has a robust H&SW framework and management oversight, with adequate policies that are consistently applied and training that is undertaken by everyone who needs to and is up-to-date.

Insurance - Details of insurances held, with a certified true copy of the insurance policy.

Reporting On Grant Awards

All grantees will be required to provide a report on how their grant was used and the impact this has had.

The content and nature of information to be reported will be appropriate for the size and type of grant awarded.

The charity will monitor such reports to not only ensure that grants are being used for the purposes intended, but also to assess the impact grants have made. This learning will be used to inform future decision making and policy to maximise the charity's impact.

Charity Grant Management

Decision Making Process

Applications will be considered by our trustee grant committee (minimum of 3 trustees) or the full board as appropriate.

Grants of less than £2000 are within the authority of the Grant Committee and sums above £2000 and recurring grants will be subject to approval by all the trustees. Grants are awarded entirely at the discretion of the trustees and their decision is final.

Notification

All applicants will be notified of the outcome of their bid and successful applicants will have funding confirmed and made available, once they have signed a grant agreement.

The Grantee will confirm in writing their obligations including

- Confirming grant receipt;
- Acceptance that grant may only be spent for the purposes for which it was given.
- Any unused portion of the grant is to be returned to the charity.
- Commitment to report on how the grant was spent and the impact achieved.
- Commitment to provide supporting evidence, such as receipts.

Data Protection

Applicants' data will be held in accordance with data protection legislation. It will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided and destroyed, once no longer needed.

Bali Chalk Fund Ltd No. 12903765 (BCF) is a registered Charity No. _____

British Association of Landscape Industries, Landscape House, Stoneleigh Park, Warwickshire, CV8 2LG
t 02476 690333 f 02476 690077 w www.balichalkfund.org.uk e contact@balichalkfund.org.uk

Checks and Due Diligence

The charity will carry out sufficient due diligence on grant applicants to confirm the identity of the applicant and that

- Any funding will be applied in accordance with the charity's charitable purposes.
- Funds will not be knowingly used for illegal purposes, such as money laundering, bribery or financing terrorism.
- The applicant does not hold views or have any involvement in activities contrary to the charity's values and charitable purposes.

Promotion

Many of those BCF is trying to reach are the least able to be able to research and find us and to make effective applications. Consequently, it is important to ensure that those we are seeking to reach are made aware and that the application process is kept as simple as possible. Promotion will be achieved by

- Website information including those of funders, local industry groups and BALI.
- Social media – Landscape students, colleges and groups relevant to our activity.
- Networks of those who come into contact with potential beneficiaries.
- Close liaison with the BALI Education Officer who will visit trade shows and colleges as part of their role.

BCF Grant Policy – adopted March 2023 and subject to annual review by the Trustees.