



Hammersmith United Charities' Grant-Making Principles and Policy

Hammersmith United Charities recognises the important work delivered by local community and voluntary groups and the very positive differences it makes to people's lives. We support these groups to excel through grants, opportunities for networking, and by amplifying their voice.

Information about programmes, deadlines and the process to apply for a grant are published on our [website](#) and include eligibility criteria, priorities and news of recent grants.

We have signed up to the Institute for Voluntary Action Research's [principles](#) for funding charities in an open and trusted way. Below we set out how we reflect these principles in our grant-making and the approach we take.

- *We welcome applications from all eligible groups working in Hammersmith and we take steps to make our application process accessible*

In our application form and guidance about our grants, we will use plain English and will only ask questions that are needed to make our funding decisions. We will be clear about the process for applying for a grant, how funding decisions are made and who makes them. We provide online eligibility quizzes to help potential applicants find out if they are eligible.

We aim to be approachable, and we encourage groups to contact us by emailing grants@hamunitedcharities.com before starting an application or during the process so they can ask any questions.

If we are aware that specific groups are under-represented in our grant funding, we will take proactive steps to reach out to them to make sure that they are aware of the opportunity to apply. We welcome suggestions about alternative formats for our application forms and, where feasible, we will act on these so that the opportunity to apply for a grant is accessible to people with different needs.

- *We are working towards becoming a London Living Wage Funder.*

We are working towards becoming [London Living Wage](#) funder which means that we encourage the groups we support to pay the London Living Wage for any posts that are funded, or part funded, by us. The London Living Wage is currently £13.15 an hour (as of October 2024).

- *We appreciate the need sometimes to take risks with our grant-giving*

We want our community to thrive and we know that in order to support it effectively, Hammersmith's voluntary and community groups will sometimes want to try out new approaches. Our grant-making will support groups to do this while, at the same time, backing initiatives that are known to work.

- *We will be transparent about our decision-making and make prompt decisions*

We appreciate that groups want to know the outcome of their application for a grant as soon as possible. We aim to let them know the outcome within four weeks of the application deadline. If a group has been unsuccessful, we will give them the reason. It is often because the number of applications we receive is considerably greater than the funds we have available and so we prioritise smaller community organisations as the impact of our funding can be more significant. If groups meet our eligibility criteria, there is the opportunity for those unsuccessful to re-apply in future grant rounds.

We will publish on our website those groups awarded grants when they have been agreed as well as the success rates of applications. We also publish this information with [360 Giving](#) which is a common way for grant-giving organisations to share their data.

We do not provide more than one grant to a voluntary or community group within the same year bar very exceptional cases.

- *We operate our grant-making in good faith and with integrity*

Groups should expect the highest possible ethical standards in dealing with us. Hammersmith United Charities does not tolerate any form of fraud, corruption or bribery and will therefore take appropriate action against any employee, trustee, grant applicant or other external party or person engaged in any such practices whether in a direct attempt to influence the outcome of a grant award or to obtain other favourable treatment.

If an employee of Hammersmith United Charities or member of our Grants and Partnerships Committee, or a close member of their family, has a conflict of interest with any group applying for a grant from Hammersmith United Charities, they are required to declare this. They would then not be allowed to participate in the part of the Grants & Partnerships meeting when that grant is being discussed. Undeclared conflicts of interest will be dealt with by Hammersmith United Charities' trustee board and may result in termination of employment or removal from the trustee board.

In all matters to do with the application for a grant, payments of a grant, and progress or final reports about a grant, we expect that all the information provided by applicants is given in good faith, with due care and attention and, to the best of the applicant's knowledge, is accurate. This applies to information given on the application form or in reports, over the telephone and in emails, or when we visit grantees. If we discover any information being provided fraudulently or not in good faith, it is likely to result in a grant not being awarded, or a grant that has been awarded being cancelled. Where payments have already been made, we are likely to require that funds are returned.

- *We aim to be a flexible, accessible and responsive funder*

We appreciate that voluntary and community groups want to provide the most effective and responsive service to the people they support and to respond to what they are learning and the feedback they are given. As a consequence of this, sometimes groups funded by us may want to change how they deliver their programme from what they originally proposed. We encourage groups awarded grants to contact us about changes they would like to make and we will agree these changes if they are appropriate.

- *We welcome feedback and are committed to continuous improvement*

We welcome feedback on our grant application process, what it is like to be supported by us, and how we might improve. Please email us at grants@hamunitedcharities.com.

- *We will publish and regularly review this policy as well as our criteria and guidelines for grants*

This policy will be published on our website and will be reviewed annually along with our eligibility criteria and guidelines for applying for a grant. We will use what we learn from supporting voluntary and community groups in Hammersmith, as well as best practice from other grant-giving organisations, to improve and develop our grant-giving.

Adopted by Grants & Partnership Committee	May 2022
Reviewed and approved	May 2023 and October 2024
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