



Grant Making Policy

The purpose of this policy is to set out the principles, criteria and processes that govern how Greenwich Hospital makes its grant awards.

A grant is defined as a financial award made by Greenwich Hospital from its funds to support charitable activities, as authorised by the by Greenwich Hospital's objects and our governing legislation.

Greenwich Hospital awards grants in the following categories:

Individual Awards: We award grants to individuals who are serving or have previously served in the Royal Navy, Royal Marines and other seafaring military personnel, their children and spouses.

Organisational Awards: We award grants to registered charities, Community Interest Companies, Social Enterprises, Commercial businesses or other organisations delivering activities, accommodation, research or other approaches as authorised by Greenwich Hospital's objects and governing legislation.

Strategic Awards: We award grants to charities and organisations to distribute on our behalf for the benefit of current or previously serving Royal Navy, Royal Marine and other seafaring military personnel, their children and spouses.

1. Objects of Greenwich Hospital

Greenwich Hospital is a unique Crown body, providing charitable support to serving and retired personnel of the Royal Navy and Royal Fleet Auxiliary and their families. Its objects arise from the original founding charter of 1694; if Greenwich Hospital were to follow these original objects according to the letter rather than spirit, its funding would be focused on a narrow group of beneficiaries. Instead they are interpreted permissively and broadly:

“The relieve and support of seamen serving on board the Shippes or Vessells belonging to the Navy Royall who by reason of Age, Wounds or other disabilities shall be incapable of further Service at Sea and being unable to maintain themselves”.

This is interpreted this to permit funding to serving and former serving personnel in **acute need**:

- The prevention or relief of poverty;
- The advancement of health or the saving of lives;
- The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

“And for the Sustentation of the Widows and the Maintenance and Education of the Children of Seamen happening to be slain or disabled”.

This is interpreted to permit funding to families (spouses/partners and children), particularly through funding of **education** (including vocational training):

- The prevention or relief of poverty;
- The advancement of education;
- The advancement of citizenship or community development;
- The relief of those in need, by reason of youth, age, ill-health, disability, financial hardship or other disadvantage.

“Also, for the further relieve and Encouragement of Seamen and Improvement of Navigation.”

This is interpreted to permit funding to enhance the **welfare** of serving and former serving personnel and for the efficiency of the Royal Navy:

- The advancement of citizenship or community development;
- The advancement of amateur sport;
- The promotion of religious or racial harmony or equality and diversity;
- The promotion of the efficiency of the armed forces of the Crown.

2. Definition of Need

All grants are made in response to evidenced need. Need, in respect of a Beneficiary or Beneficiaries, is defined by one or more of the following attributes:

- a. Where there is personal or collective disadvantage, when compared with non-armed forces citizens, due to their service as envisaged or referred to with the scheme of the Armed Forces Covenant.
- b. Where someone is suffering from an impediment or other challenge such as the following: challenges gaining employment (including self-employment), homelessness, mental and physical ill-health, injuries, poor welfare, old age, a child's loss of a parent, addiction or lack of education.
- c. Where there is justification for the provision of academic or empirical evidence-based research into the Needs set out in 1 and 2 above.

3. Grant Making Principles

- The Secretary of State for Defence has ultimate responsibility for all grant-making decisions, which has been delegated to the Second Sea Lord and Royal Navy Finance Director, with day to day management delegated to the Director of Greenwich Hospital.
- The Advisory Board advise and assist the Director of Greenwich Hospital by offering expert professional advice, including in relation to grant-making and joint funding partnership agreements. Members of the Advisory Board can recommend an approach to all grant-making decisions in line with GH's charitable purposes or propose restrictions in joint funding partnership agreements.

- Decision-making recommendations lie with the Advisory Board, its sub-committees or GH staff within Greenwich Hospital's agreed framework of delegation in relation to grant-making.
- Each of the decision-making levels reserve the right to apply conditions to any grant.
- The decision-making levels reserve the right not to approve any recommendation to award a grant if they determine that the resulting award will not be charitable, falls outside the charity's priorities or criteria for funding, would conflict with GH's stated policies or might damage its reputation.
- Those within the decision-making framework will ensure that any conflict of interests are declared. Conflicts will be managed by ensuring that the individual with a conflict of interest refrains from involvement in any decision relating to a grant application or consideration of a monitoring or impact report. Conflicts of interest will be formally noted in the minutes of meetings where grants or monitoring/impact reports are being considered.

4. Grant Making Criteria

- 4.1 GH is a Crown body that makes grants to support activities that further Greenwich Hospital's objects. Grant awards are normally restricted to organisations and individuals currently or formerly serving within the Royal Navy and Royal Marines, their spouses, and children. Organisations do not have to be registered charities to apply for a grant.
- 4.2 There are no specified lower limits to the amount of grant that can be awarded by GH, neither is there an upper limit. However, applicants are normally advised of the typical grant size for the activities or works they plan to undertake. A grant award amount may also be recommended to applicants.
- 4.3 Grants cannot be made retrospectively to organisations, therefore applicants are advised to only apply for projects that will start after or will still be continuing after the outcome of a decision-making process. Retrospective grants can be awarded to individuals.
- 4.4 Whilst some grants may be paid immediately, other grants may be deferred pending recommended action or meeting of a specified condition of grant. Grants may also be withdrawn where an organisation is not able to utilise the grant within six months of confirmation of an award.

5. Grant-making processes

- 5.1 Each organisation or individual applying for a grant will need to pass the due diligence process before a grant is approved. Due diligence consists of the following steps:
- Confirming that an organisation undertakes eligible charitable activities and is eligible to receive a grant;
 - Confirming that any grant award will be used in line with Greenwich Hospital's objects;

- Checking financial health of the organisation and ensuring that a grant award will be effectively managed;
- Checking that appropriate Governance arrangements are in place and are actively used and reviewed;
- Confirming that the appropriate policies and processes are in place in relation to the grant application focus;
- Confirming that the applicant organisation's approach to Equality, Diversity and Inclusion is in line with the requirements of the Equality Act 2010 and Greenwich Hospital's policy;
- In the case of grants awarded to individuals, ensuring that the recipient lies within Greenwich Hospital's beneficiary group, and that the individual is in sufficient financial hardship to benefit from the award being made.

Once all checks have been completed, contact is made to explore the organisation's current activities and delivery approach, and how a grant may be used. In the case of an individual, this may be done on GH's behalf by an identified approved case working organisation.

5.2 Each individual will be assessed according to level of need and hardship. Education Bursary awards are considered on level of income and assets not exceeding £100,000 per annum. Financial hardship requests are based.

5.3 Each grant award will either go through a two-person approval process or be approved through one of the decision-making panels. The current responsibility for the approval of grants is as follows:

- Grants up to £2,000 – Charity and Bursaries Co-ordinator
- Grants up to £5,000 – Grants Managers
- Grants over £5,000 and up to £20,000 – Charity Team (meets weekly to consider applications)
- Grants over £20,000 and up to £250,000 – Charity Scrutiny Panel (meets termly to consider applications in a 2 stage process – Stage 1 Expression of Interest and Stage 2 Full application). The Grants Director has authority to approve grants up to £50,000 out of committee by exception.
- Grants over £250,000 – GH's Charity and Education Committee on behalf of the Advisory Board. Applications must first have been reviewed at the Charity Scrutiny Panel and recommended.

The Director has authority to approve all grants out of committee but will normally delegate this authority as appropriate.

5.4 In addition to responding to nominations to support individuals or organisations, GH may at its discretion invite or commission proposals, or combine funds (both internally and with other grant givers) to jointly support projects or programmes that support GH's priorities.

- 5.5 Applicants are encouraged throughout the process to engage with GH if they need to change the use of grant or to request an extension in the grant delivery date.
- 5.6 If a grant is not claimed within six months of initial award or in the case of multi-year awards twelve months after the due release date, GH will seek to rescind the grant, following consultation with the applicant. Rescinding a grant would not prevent an organisation from re-applying for an award once they were able to utilise the funds, providing the re-submitted application is approved by the appropriate decision-making process.
- 5.7 At the time of a grant award, if conditions of grant award are stipulated, those conditions may need to be met before the release of any funds.

6 Grants Programmes

Greenwich Hospital offers the following Grants Programmes:

6.1 Acute need

- Individuals:
 - acute need grants through Mosaic Case Management System when over £5,000 or through referral by Royal Navy Family & People Support;
 - acute need employment or training transition grants.

- Organisations:
 - Strategic block grants to charities making individual acute need grants payments;
 - Block grants to charities/organisations providing direct support to individuals and families in acute need:
 - To enable wounded, injured and sick to fulfil their potential and achieve independence if feasible;
 - To prevent escalation of need or deterioration in health or support to terminal illness;
 - To provide support available for families in need or for children with health, bereavement, social or educational needs;
 - To enable financial stability;
 - To maintain family relationships;
 - To improve transition to civilian life ;
 - To continue to support those who need ongoing care post transition to civilian life;
 - To improve mental health ;
 - To combat addiction.

6.2 Education

- Individuals:
 - Means-tested Royal Hospital School bursaries or CEA top-up grants to children of serving or former serving RN personnel attending RHS;
 - Means-tested bursaries to other schools or colleges for children of serving or former serving RN personnel;
 - Means-tested bursaries for tertiary education or apprenticeship support costs for children of serving or former serving RN personnel;
 - Means-tested bursaries to universities for serving personnel in conjunction with the RN Learning & Development Organisation.
- Organisations:
 - Block grants to charities/ organisations providing non-means-tested life skills and social mobility-enhancing opportunities enabling children to thrive;
 - Block grants to charities/ organisations providing life skills enhancing or preventative education to serving or former serving RN personnel and families.

6.3 Welfare

- Organisations:
 - Block grants to charities advocating or working for the health & wellbeing of the RN community;
 - Block grants to organisations/charities for initiatives to promote camaraderie and combat loneliness/isolation;
 - Block grants to RN organisations to promote equity, diversity and inclusion;
 - Block grants to RN or charity major infrastructure projects over £100,000.

6.4 Research

- Direct funding of research which enables comprehensive understanding of need and more effective planning for use of resource and delivery of support;
- Restricted funding to organisations for research which enables improved support of their target cohort.

As Greenwich Hospital evaluates the impact of its service delivery, other grant programmes may be added or removed to ensure the maximum benefit to RN and RM serving and former serving personnel and their families.

7. Monitoring, Reporting and Publicity

7.1 All applicants receiving a grant will need to monitor outcomes and report back the benefits of the award. Report templates will be provided to all applicants to support the reporting process, and outcomes will be agreed before the grant letter is exchanged.

Grants of under £20,000 will need to submit a brief monitoring report showing how grant has been spent and the benefits of the award, with any photographs or documents

evidencing benefit. Applicants receiving a grant of over £20,000 - £250,000 are required to submit a more detailed monitoring report indicating how the intended outcomes have been met. Applicants receiving a grant of over £250,000 or more are required to submit a detailed impact report including the measurement of Outcomes/Key Performance Indicators (KPI's) and set out how they have met those indicators.

At the conclusion of a grant award all applicants in receipt of £20,000 or more will need to submit a final report, normally within one month of the end of the grant. If a final monitoring report is not submitted, GH will not be able to consider any future grants until the final report is received.

- 7.2 In the case of multi-year awards, or if an award is payable in instalments within one year, the payment of subsequent grant instalments will be dependent on satisfactory progress having been demonstrated. GH reserves the right to withdraw, withhold or request the refund of a previous instalment in full or in part on receipt of unsatisfactory progress reports, or failure to spend the full grant award without good reason.
- 7.3 Monitoring visits by the GH Grant team may take place at any time during the specified timescale of a grant award and, in the case of building projects, up to nine months after the building works has completed.
- 7.4 Funded organisations may be asked to take part in publicity for the promotion of GH. This may include, but not be restricted to their name and photographs provided by the organisation being used, and the publication of the impact of their grant on GH website, impact reports or publications within the Royal Navy or Royal Marines sector. GH will ensure compliance with GDPR (General Data Protection Regulation) in the use of any publicity.
- 7.5 Organisations are expected to use or logo and name to acknowledge an award made by GH. The logo and support for any wording acknowledging a grant can be obtained through the contact of the member of the Grants team indicated on the award letter.
- 7.6 GH would expect to receive copies of any published articles, papers or other outputs which may result from a grant award. Grantees are expected to ensure that GH has sight of, and the ability to input into any documentation it has funded prior to its publication.

8. Amendments

GH may vary the terms of this policy from time to time to reflect any changes in priorities and grant programmes that may be on offer.

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Lead: Grants Director

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