



# Grants & Giving Policy

## *Introduction*

In order for Wader Quest to deliver its work and objectives, it makes grants available to other organisations and individuals that share its mission and objectives.

This grant making policy lays out our aims and principles in awarding grants and also a range of specific checks, which will be applied to any given grant will depend on the nature of the grant application and will be decided on a case for case basis.

We can only fund projects and activities that are exclusively charitable and fall within the objects of the charity.

## *Grant Application Process*

Wader Quest accepts grant applications during two windows in a calendar year – May to September, for award and transfer of funds in December; and November to January, for award and transfer of funds in March.

Formal applications should be made through the application form on the Wader Quest website, or .docx version on request. Applications made through other methods will not be considered.

Applications can come for work being done anywhere in the world.

Applications can be made by individuals as well as organisations. All applications should related to specific work that align with Wader Quest's objectives.

Wader Quest will look favourably upon organisations doing grassroots work in areas that other organisations can't or won't fund. There is a strong preference for funding specific projects that Wader Quest's money can be seen to be having a positive impact and application for conservation of wading birds.

Wader Quest will, where possible, form a relationship with the partner individual or organisation throughout the duration of the funding;

Grants will be made for specific use. If the original purpose is not fulfilled the recipient must inform Wader Quest of this and will be required to return the money. We may be prepared to consider an alternative use of the funding if it fulfils a comparable purpose.

## *Exclusions*

There are circumstances that will exclude certain applications including:

- Applications that do not align with the mission, vision, and objectives of Wader Quest.
- Are from organisations or individuals that are from countries or jurisdictions that are under UK, EU, or UN sanctions.

- Are solely for items that would be considered incidental or for travel and subsistence.

### *Assessment Process*

Each grant application is assessed on its merit, alignment with the mission and objectives of Wader Quest, and the expected impact of the application. Criteria for assessing applications will have a weighting for each aspect of an application, and our assessment process is such that it works to give clear justification for awarding a grant.

Wader Quest 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.

We have a robust, risk based Due Diligence procedure.

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

Core principles of the grant agreement will include:

- Confirming receipt;
- It 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.
- Reporting back on how the grant was spent;
- Reporting back on the impact the grant had and;
- Any supporting evidence required, such as receipts;
- Including any deadline for doing so.

### *Monitoring & Reporting*

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.