

Grant Making Policy

Approval date:

Review date:

The Trust Board at its meeting on 17 September 2020 agreed that the future direction would be as a funding source to support the chaplaincy services and that the Trust moves to establish a framework which enables chaplains to access funding for on-going professional development.

Who the Trust is and what it does?

The Wellington Hospital Chaplaincy Trust is a charitable trust established to support and advocate for hospital chaplaincy services in the Wellington region. The Trust will provide grant funding to initiatives that maintain and improve the quality of these services.

Purpose

This purpose of this policy is to set out the principles, criteria and processes that govern how the Wellington Hospital Chaplaincy Trust makes grants. It also provides guidance to grant-seeking organisations ensuring clarity, transparency and openness to our stakeholders. However, the policy does not bind trustees', who have discretion to make decisions relating to grants providing those decisions are consistent with the Trust's purposes.

Grant-making Principles

These principles outline our commitments to those who are seeking grants:

- We are a transparent grant-maker
- We are committed to assessing all applications in a fair and equitable way
- We make the application and evaluation process easy and simple
- We will be flexible and supportive when circumstances change for those who have been granted funding.

Funding criteria

The Trust will consider any funding applications for initiatives consistent with the purpose of the Trust.

The purpose of the Wellington Hospital Chaplaincy Trust is to provide:

- a support mechanism to ensure that the services offered by the Wellington hospital Chaplains can be sustained
- funding to ensure the continued availability of personnel involved with the Wellington Chaplaincy Services
- contributions towards the development and maintenance of the Wellington Hospital Chapel and Chaplains facilities
- training supervision and professional development of chaplains and volunteers serving Wellington Hospital Chaplaincy

Funding will be granted for such things as:

- research projects,
- contribution towards attendance of conferences,

- practical support to the delivery of chaplaincy services.

Funding is available to chaplains and others who can demonstrate that their project will help enhance the delivery of chaplaincy services in Wellington Regional Hospital.

Past successful applications include funding for:

- individual chaplains to support their further education and attendance at conferences, and
- internship programs for new chaplains at Wellington hospitals.

While the Trust has traditionally focused on supporting Christian chaplaincy services, it will consider funding from chaplains of all religious or spiritual traditions.

Funding available for grants

The Trust will at the first Board meeting after the end of the financial year determine how much potential funding will be available for the financial year. Generally the Trust will provide up to \$10,000 in total funding per year. However, they may provide more funding in exceptional cases.

To fund the grants, the Trust will use the income generated from:

- interest from investments
- fundraising activities
- donations and bequests.

From time to time the trustees may agree to use some money from their investments to fund an application that exceeds the \$10,000 threshold. This will need to be approved by the Board.

Eligibility criteria

Anyone can apply for funding but their application must address the purpose of the Trust which is to support the chaplaincy service at the Wellington Regional Hospital

Grant process

1. Funding round - Applications are open all year round
2. Applications will be in writing to the Trust. The application should be in the prescribed form and include:
 - a. *Personal details*: name and contact details, and (if applicable) the name and contact details of any person or organisation you are applying on behalf of;
 - b. *Description*: a description of the initiative and how it meets the purposes of the Trust;
 - c. *Evaluation*: An outline of how you will evaluate the outcome of the project
 - d. *Funding*: the amount of funding requested from the Trust, when it is needed by, and any other sources of funding secured or are applying for.
 - e. *Bank Account details*: provide the details so if application is successful funds can be transferred to the applicant.
 - f. *Referees*: Provide at least two referees who can support the application
3. Submitting applications - Applications should be submitted to the Trust by email, addressed to chairperson of the Grants Sub Committee
4. Decision making - The Board will ratify the grant application including any conditions attached to the funding as well as how the funds will be disbursed eg total amount provided when grant is approved or in instalments as progress is achieved/measured.

5. Payments of grants – Grants will be paid by direct credit in to the nominated bank account at the discretion of the Board, as soon as the funds are approved and available.
6. Conditions of Grants – recipients will recognise the Wellington Hospital Chaplaincy Trust in their communications related to the project that has been funded.
7. Processing time - Applications will be processed within a timely manner of receipt of the application. Applicants will be notified of the decision by phone or email.
8. Monitoring of grants - recipients will provide a report on the project including how the funding was used and how all the conditions have been met. The report will be submitted within three months of the project completion

Grant Allocation sub-committee

The Trust may establish a Grant Allocations sub-committee to receive applications and assess them against the funding criteria and make decisions including any conditions attached to the funding eg reporting back to the Trust. They will also be responsible for the evaluation and monitoring of the grant process and the distribution on funds.

Review

The Wellington Hospital Chaplaincy Trust will review this policy after the first year and then every three years.

Reference

<https://www.nikaufoundation.nz/faqs-about-applying>

<https://www.nikaufoundation.nz/2021-grants-round>

<https://www.trustees.co.nz/Portals/0/Public/Winton%20and%20Margaret%20Bear%20Application%20Guidelines%202020%20PDF.pdf?ver=2020-09-30-185943-350>

<https://wct.org.nz/funding-2/funding-criteria/>