

VISCOUNT COKE'S CHARITABLE SETTLEMENT (THE "CHARITY")

GRANT MAKING POLICY

1. THE OBJECTS OF THE CHARITY

The Charity's objects as set out in its constitution are:

The Trustees shall pay or apply the income of the Trust Fund for the public benefit to or for such purposes which are exclusively charitable according to the laws of England and Wales as the Trustees may in their absolute discretion think fit, including by but not limited to:

- 1.1. Making grants which further the Trust Fund's charitable objects to charities, individuals who are in charitable need, and non-profit organisations, provided that any grants to non-charities must be restricted to use for purposes falling within the Trust Fund's charitable objects;
- 1.2. Relieving poverty whether by reason of age, infirmity or otherwise amongst the employees and former employees of any of the late Fifth Earl of Leicester, the Holkham Estates Co, Coke Estates Limited, the Benefactor or the Benefactor's wife, widow, or any issue of his, or by trustees on behalf of any of them, or amongst Parishioners of the Parishes of Holkham, Wells-next-the-Sea, Wighton, Warham, Quarles, Egmere, Waterden, South Creake, North Creake, Burnham Overy, Burnham Thorpe, Burnham Sutton, Burnham Westgate, Burnham Norton and Castle Acre in Norfolk.

2. PRIORITIES FOR SUPPORT

- 2.1 The number of projects which can be supported is, of necessity, limited by the amount of funds available for distribution in any year. The trustees have decided that the priorities for funding over the coming years will be:
 - 2.1.1 Applications from small local charities or, if not charities, then from local social enterprises, voluntary groups, not-for-profit organisations, clubs, societies or organising committees, provided always that the grants are to be used where there is a benefit that can be accessed or shared by the local community as a whole or a benefit directed towards disadvantaged groups in the local community.
 - 2.1.2 Applications from qualifying organisations in which members of our community play a meaningful role and those operating with a heavy reliance on volunteers for the benefit of local people;
 - 2.1.3 Applications on behalf of The Army Benevolent Fund and other Services Charities caring for those injured in service;

- 2.1.4 Applications on behalf of wildlife and nature conservation charities operating both locally and nationally;
- 2.1.5 Applications to help preserve important local buildings;
- 2.1.6 Applications where relatively small grants can make a meaningful difference;
- 2.2 The trustee will periodically review the priorities for support set out in this policy and may change them at any time.

3. PRINCIPLES

In awarding grants, the trustees will apply the following principles:

- 3.1 Applications from registered charities, exempt charities and excepted charities from any geographical area within the UK and overseas are eligible for consideration. The Trustees will attach priority to applications which are consistent with the Priorities set out in clause 2.1.
- 3.2 The trustees will consider applications from previous recipients of grants and previous unsuccessful applicants on their merits. The trustees will have regard to the outcome of previous applications, but repeat applications will not receive preferential or adverse consideration. All unsuccessful applicants are required to wait at least 6 months from the date on which they last submitted an application before submitting a new application.
- 3.3 The trustees may decide to award unsolicited grants to registered charities, exempt charities and excepted charities.
- 3.4 The Charity will not normally support applications from large national charities i.e. those with an annual income in excess of £10 million or with assets of £100 million or more or charities dedicated to issues which the trustees already deem to be well funded in the UK.
- 3.5 The Charity will consider working together with other grant-giving organisations to fund initiatives beyond the financial scope of a single organisation.

4. GRANT APPLICATION PROCESS

- 4.1 All applications for grants should be made for the attention of The Trustees of the Holkham Charitable Foundation. Applications should be sent by post to The Estate Office, Holkham, Wells-net-the-Sea, Norfolk NR23 1AB or by e-mail to enquiries@holkham.co.uk
- 4.2 In order to be considered for a grant, applicants must provide the trustees with the following information:
 - 4.2.1 The name and contact details of the person making the application and, if they are making the application on behalf of an organisation, the name of that organisation.
 - 4.2.2 How much money the applicant is applying for.

- 4.2.3 What other sources of funding the applicant has obtained for the relevant project.
- 4.2.4 Information about how the grant will be used and how it will be managed effectively for its intended purpose.
- 4.2.5 The timescales for the project.
- 4.2.6 Such other information as the trustees may reasonably require. For larger grants, the trustees may invite the applicant to meet with them. Where the trustees are unfamiliar with the charity's operations, they may ask for further details.

5. ASSESSMENT PROCESS

- 5.1 All grant applications will be subject to initial assessment to ensure that they meet the basic criteria for funding.
- 5.2 Unfortunately, the number of applications the Charity receives may mean that not all projects which meet the basic criteria and the priorities of the Charity receive funding from the Charity.
- 5.3 Only those applicants who are successful will be notified of the outcome of their application. Unfortunately, the trustees are unable to enter into correspondence or dialogue with unsuccessful applicants.

6. MONITORING AND PUBLICATION

- 6.1 It is the policy of the trustees to monitor all grants made. To this end, conditions may be stipulated appropriate to the work to be carried out and progress may be assessed against agreed targets/milestones. If the grant is payable in instalments, then payment of subsequent grant instalments will be dependent on the grant recipient demonstrating satisfactory progress. The trustees reserve the right to withdraw grants where applicants fail to provide progress reports either at all or on time, or provide unsatisfactory progress reports. In addition to reports detailing progress, grant recipients will be expected to provide a statement of how the grant has been spent and any other funds applied for the same project.
- 6.2 For larger grants, the trustees may arrange to visit grant recipients to monitor progress and how the grant is being spent.
- 6.3 The trustees expect to receive copies of any published articles, papers or other outputs which result from projects funded or part-funded by a grant from the Charity.
- 6.4 Following the conclusion of the project, the grant recipient will (where appropriate) be expected to submit a final report, normally within three months of the end of the grant, detailing fully the results and outputs from the project and the public benefit provided.