

**Friend of Radnor House Sevenoaks (FoRH7)**  
**Grant Making Policy**

**1. Charitable Purpose and Objective**

- 1.1 Under the terms of the Constitution dated 5<sup>th</sup> May 2016, the objects of the charity are:  
To advance such charitable purposes (according to the law of England and Wales) as the trustees see fit from time to time.

**2. Priorities**

The number of projects which can be supported by the charity is, of necessity, limited to the amount of funds available for distribution in any year.

The Trustees and members have determined that the current priorities for funding are:

- To support charities selected annually by the pupils of Radnor House Sevenoaks.

**3. Principles**

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

- 3.1 The Trustees will consider any requests that are eligible for consideration:
- Selected and voted for by the pupils of Radnor House Sevenoaks;
  - For activities within the UK and overseas;
  - From organisations that are registered charities in England and Wales.
- 3.2 Each request will be considered on its own merits.
- 3.3 The Trustees will carry out sufficient due diligence to ensure that the request meets both the charitable purposes and the priorities set out in this policy.

**4. Grant Decision Process**

- 4.1 The Trustees will make grants to organisations selected and voted for by pupils of Radnor House Sevenoaks. The process by which this is conducted is as follows:

The schools approach is to focus charitable fundraising at an international, national and local level. The following bullet points will explain how the specific charities are selected at each level:

- **International** - The School Council meets regularly to review the long term relationship the school has with its existing international partner and decides annually whether to continue supporting the charity for a further academic year.
- **National** - The School Council meets at the start of the new academic year to decide on three potential national charities which the school might like to support for the next twelve months. Radnor House then holds an exceptional whole-school assembly where various student speakers make the case for their particular

charity. All children attending the assembly then vote and decisions are made shortly thereafter.

- **Local** - Radnor House holds an annual community involvement day called Make a Difference Day (MaDD) during which all pupils and staff spend a full day working in a local charity, school or voluntary organisation. From the 20-30 centres the MaDD team identify four centres with particularly strong links to the school and then allocate each one of these centres to one of the four school houses.

4.2 Trustees will make grant decisions in September/October of each year.

## **5. Due Diligence**

5.1 The Trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

- The identity of the beneficiary;
- That funds are applied in accordance with the charity's charitable purpose
- That funds are not knowingly used for:
  - Money laundering in accordance with the operative Money Laundering regulations;
  - Terrorist financing in accordance with the Terrorist Act 2000;
  - Bribery in accordance with the 2010 Bribery Act.