



WAGGGS

Grant Policy

January 2014
updated July 2021

This (July 2021) updated policy applies from 1 January 2022

Next update – no later than June 2024

This policy sets the framework for WAGGGS' grant-making, including the processes and the parameters within which grants will be awarded, in line with the following principles:

- Simplicity and proportionality
- Transparency and accountability
- Focus on outcomes as a key indicator of the success of funding.
- Fairness and diversity

For clarity, the version of this policy found in SharePoint should be considered the correct version: *[SharePoint link once approved]*

1. INTRODUCTION

- 1.1 A grant is a transfer of money, in this case from WAGGGS to an organisation, a group of individuals or to an individual. The individual or organisation applying for the grant manages the project for which they are seeking funding and so are legally responsible for it.
- 1.2 Most grants given by WAGGGS will be restricted to a specific purpose. Grants may have performance related conditions, with payments being made when a defined part of the project is completed or reached in accordance with the grant agreement. Most grants given by WAGGGS will have performance and results criteria agreed between WAGGGS (as the donor) and the recipient.
- 1.3 A grant differs from a fee that is paid for the delivery of a service or product (where the benefit of the exchange goes both ways).

2. TYPES OF GRANTS

- 2.1 Grants are made for various purposes which may include, but are not limited to:
- Project specific grants. These are usually made possible by a donor to WAGGGS, who may place a restriction on what the grant can be used for.
 - The costs of travel to, or registration fees for, WAGGGS' events. These made up many of grants awarded by WAGGGS in the mid to late 2010s.
- 2.2 Grant schemes are funded from various sources, for example:
- WAGGGS Regional Funds, including monies raised by Friends Groups;
 - The Olave Baden-Powell Society and the Anne Scott Fund;
 - Grants made possible by external organisations or institutions.

3. ELIGIBILITY

- 3.1 In nearly all cases, WAGGGS grants are made to:
- Member Organisations (MOs), including countries working towards membership and Component Associations within a Member Organisation
 - Individuals (often global volunteers or event participants)
- 3.2 In the case where a Component Association (CA) is eligible to apply for a grant from WAGGGS, the CA must inform their MO of the intention to apply. There must be no objection from the MO to the CA application, or the grant application will be rejected.
- 3.3 Very occasionally, a grant may be offered to an organisation that is not an MO. In the case of other organisations, further checks need to be made before any grant will be offered. This is partly to ensure that WAGGGS complies with international anti-money laundering and other legal requirements and with WAGGGS' policies.
- 3.4 Criteria for eligibility will be established for each grant scheme, based on the nature and outcomes of the project/event and a core list of questions. All individuals receiving grants or cost reimbursements will need to have sign-off from their Member Organisations.

- 3.5 Reference will be made to the Suspension and Cancellation sections in WAGGGS Membership Policy when determining the eligibility of Member Organisations or individual members of a Member Organisation to receive grants.
- 3.6 If any individual has failed to meet the conditions of a grant from WAGGGS, they will be ineligible to receive further grant funding from WAGGGS for a three-year period.
- 3.7 Grants will not be awarded to Member Organisations if:
- The MO has failed to meet the conditions of a grant in the last 12 months
 - The MO is suspended
 - The MO has membership fee payments due to WAGGGS worth more than one year of quota payment and is not in a repayment plan agreed with WAGGGS
 - The MO has no safeguarding/child protection policy approved by the MO Board and actively applied. However, grants may be awarded if the MO is in the process of developing one to be approved that will be active within one year of the start of the grant period
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- 3.8 The criteria for each grant scheme must be communicated clearly at the launch of the grant scheme and adhered to in a spirit of fairness and transparency.
- 3.9 All WAGGGS staff creating grant scheme criteria should consider the diversity of potential applicants and how to maximize accessibility and equity in how grant schemes are structured, advertised and run.

4. INTERNAL GRANT-MAKING PROCESS

- 4.1 Whenever appropriate to do so, Grant Schemes should be openly advertised by making guidelines and an application form available on the WAGGGS website, WAGGGS learning & community platform (Campfire) and/or direct to the grant applicant by email. Advice and guidance on eligibility, guidelines and criteria will be made available to potential applicants by the relevant departments/World Centres. In some instances, this open approach may not be appropriate – e.g., when a donor has restricted their funding to a particular region or country, or when the funds available are very low.
- 4.2 All applications must be submitted, following the directions provided, by the specified date.
- 4.3 Conditions for receiving a grant
- 4.3.1 Most grants have specific conditions/purposes attached that recipients must meet. These conditions/purposes will be detailed in each grant application and grant offer letter. The grant cannot be used for another purpose unless agreed in writing by the grantor (WAGGGS) and original donor where applicable.
- 4.3.2 Conditions may involve reporting back to WAGGGS (and sometimes the original donor), within set deadlines, following a pre-set format.
- 4.3.3 WAGGGS may choose to apply additional conditions for receiving a grant (e.g. MO completion of the Capacity Building Assessment Tool) for a particular grant scheme; this is at the discretion of WAGGGS. In some cases WAGGGS may require that MOs complete the CAT to be eligible to apply for a grant, but CAT completion is not a standard requirement for all grants from WAGGGS to MOs.
- 4.3.4 Funding may also be tied to the specific delivery of the activity or project indicated in the grant offer, in which case the grant payment/s may be reduced or even halted, if the beneficiary fails to demonstrate that outputs and outcomes were delivered as agreed in the grant offer letter. This clause shall be included in the grant offer letter when applicable.

- 4.3.5 All grant offer letters must be signed by the relevant member of staff according to the WAGGGS Schedule of Authority before they are sent to the grant recipient.
- 4.3.6 The grant recipient should follow the procedure set at the launch of the grant scheme when accepting a grant and will be required to sign a grant acceptance letter or contract.

4.4 Coordination fee or management fee for Member Organisations

- 4.4.1 Member Organisations receiving a grant must use the money according to the terms of the grant agreement. WAGGGS will encourage Member Organisations to include the cost of coordination of the grant-funded activities and a contribution to the running costs of the organisation in the budget for the grant. This may be done through grant-application forms, budget templates and support given to MOs during the grant application process.
- 4.4.2 This budget line is often referred to as a 'coordination fee' or 'management fee'. It may sometimes be called 'general costs' or 'core costs'. The applicability and percentage for a 'coordination fee' allowed under a grant may be determined by the initial donor. WAGGGS must abide by those conditions. WAGGGS will inform potential grantees of these conditions.
- 4.4.3 In cases where Member Organisations have a membership fee debt due to WAGGGS that is less than the value of one year's quota, the MO is eligible to receive grant funding from WAGGGS and, if granted funds, the MO may choose to spend the 'coordination fee'/'management fee' to pay down this debt. The value of the coordination fee should not be greater than 20% of the value of the grant and the use of the money to pay down membership fee debt in this way must not prevent the MO from delivering the agreed grant-funded activities. It is at WAGGGS discretion to agree a Membership Fee pay down.
- 4.4.4 In some circumstances, e.g., where an MO is unable to transfer funds to WAGGGS (e.g. due to national banking restrictions), WAGGGS and an MO may agree to offset debts to WAGGGS (e.g. membership fee payment) against grant money due from WAGGGS to the MO. This is to reduce or remove the need to financial transfers and will be shown in the WAGGGS financial accounting. This arrangement is different from and separate to the above provision for up to 20% of grant money being allocated to coordination or management fee.
- 4.4.5 Any agreement between an MO and WAGGGS to allocate any of the MO management fee to offset membership quota debt should be recorded in a letter that includes the WAGGGS Head of Membership & Regional Support, the relevant WAGGGS Regional Coordinator and the WAGGGS Finance Manager.

5. BASIS OF AUTHORITY TO AWARD GRANTS

- 5.1 Each WAGGGS' team awarding a grant is responsible for administration of the grant scheme. Each scheme is based on the same core grant-giving criteria but may have a small number of additional specific requirements: e.g., the Anne Scott Fund is restricted to young women under 30 and attending a Guiding or Scouting activity outside the UK.
- 5.2 The authority of staff members to award grants is based on the Scheme of Financial Delegation. For some projects or events, a grant panel may be constituted to ensure a fair and balanced selection process.
- 5.3 All teams (including World Centres) should be able to explain why a grant application was not successful if requested to do so. Any criteria (e.g., marking sheet) used to assess applications in relation to each other must be kept so that there is an audit trail of how decisions were reached.

6. STAFF TEAM RESPONSIBILITIES FOR GRANTS

6.1 Grants are the responsibility of the department or team awarding these funds. However, other teams also have a role in this process:

6.2 Fundraising teams

- The Fundraising teams may be involved in defining the criteria for some grant schemes which are funded by an external donor. In such cases, the Fundraising teams may also oversee the analysis of the proposals received by applicant MOs or individuals to ensure compliance with donor requirements.
- Fundraising has overall responsibility for donor care, development and engagement which includes ensuring that reports are produced according to WAGGGS and the donor's standards. The Fundraising teams support other departments, staff and MOs in understanding and following these requirements.

6.3 Finance team

- Before a first payment of any grant is made, WAGGGS must have the signed agreement letter with the organisation or individual. The Finance team will make all payments as requested but should be consulted in advance of offering funds if there is any doubt around the currencies in which we are able to make payments.

7. COMPLAINTS

7.1 Any applicant who feels that their application has not been handled in line with this policy can appeal to the team awarding the grant in the first instance. If the complainant is not satisfied with the response, their further option is to contact the Chief Executive to share their concern.

8. HIGH LEVEL REVIEW

8.1 It is the responsibility of the WAGGGS Senior Management Team to ensure a regular review (at least annual) is made of the trends in grant giving including what is being funded and which countries are receiving grant funding. The purpose of this review is to ensure the Senior Management Team are aware of the pattern of grant-giving and in order to identify and address any patterns that are considered by the SMT to be unwelcome or problematic (e.g. an MO or region receiving an unacceptable disproportionate amount or number of grant funding)..