

## **INSPIRING FUTURES FOUNDATION**

### **Grant-making policy**

#### **Introduction**

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It is our aim to have the greatest impact to our stakeholder industries, learners, and the learning environment, with the grant funding available to us.

#### **Purpose**

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The purpose of this policy is to set out the principles, criteria and processes that govern how Inspiring Futures Foundation makes grants. It complements the Deed of Trust of the Inspiring Futures Foundation.

It will provide guidance to grant-seeking organisations and will ensure clarity, transparency, and openness to our stakeholders.

This policy is a living document and will be reviewed by the Board of Trustees regularly to ensure it is fit for purpose and in line with the objectives of the Foundation.

#### **Our funding**

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The amount of funding we have available to us is pooled from:

- Return on investments
- Donor funds
- Grants received
- Other donations or cash received

#### **Grant-making Principles**

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These principles outline our commitments to the grant-seeking organisations:

1. We are committed to reviewing applications in a fair and equitable manner
2. We make the application and evaluation process easy and simple with proportional amounts of information required depending on the level of funding requested
3. We will be flexible and supportive when grantees' needs change
4. We strive to understand the changing needs and priorities of our Industries
5. We work with others to make the greatest impact
6. We seek to understand and promote the difference our granting makes to people and places
7. We are accountable for the stewardship of our donors' funds and the effectiveness of our grants

#### **General criteria**

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Inspiring Futures Foundation is a foundation for those in the automotive, collision repair and refinishing, commercial road transport, passenger services, mining and quarrying, warehousing and logistics, industrial textile fabrication, drilling, gas, stevedoring and ports, and resource recovery industries ("the industries").

Grants are primarily made for charitable purposes and applications are invited from registered charities, incorporated societies, other organisations with donee status, community groups, and individuals. However, consideration may be granted for other organisations, including for-profit organisations.

Our funds cover a wide range of areas including:

- financial support for persons working in, or studying to work in, the industries
- advancement of vocational training and education needs for the industries
- research and research projects that will benefit those entering or engaged with the industries
- advocacy for promoting the educational and other interests of those entering or engaged with the industries

Applicants must complete the application process accurately and have fulfilled all obligations from previous grant rounds.

### **Eligibility Criteria for Grants**

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The key eligibility criteria for applicants are:

- The applicant is operating within the industries as defined above
- The applicant has a mission at its core that enhances the industries
- The applicant has a sustainable financial model
- The applicant has a strategic plan and/or an articulated vision for the future

### **Our Grant funding priorities**

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We are focussed on ensuring that our Trust activities support our industries in attracting, retaining & growing people.

We support lifelong learning principles including ongoing training, skills & career path development.

We support the promoting of careers in our industries.

We need to continue to have leading information to assist our industries to get the very best information to understand the above priorities, understand trends and how the nature of work is changing due to technology. Assisting our industry to adapt or pivot to the dynamic modern workplace.

### **Our funding criteria, as an outcomes motivated funder**

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Organisations that bring matching financial or in-kind support will be favourably considered.

We understand that organisations need to cover all their costs and we pride ourselves on being willing to assist to achieve whatever is needed to ensure that they can continue to operate and deliver their programmes. Therefore, we are particularly interested in the principles of the organisation and understanding how we can help them achieve their mission.

In general, the following aspects should be incorporated or highlighted in an application:

- The Kaupapa/purpose of the organisation and what it is trying to achieve
- The purpose and outcome sought from the application
- How the organisation/group will have a positive impact in the industry & community
- Details of the need in our industry & community
- What amount is sought, and how the monies will be applied, with supporting quotes or business plans
- Your latest completed financial statements, or a letter from an independent chartered accountant verifying the same
- Contact details for two referees
- Timeframe for the project the funding is requested for

### **What we will fund**

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We welcome requests that might include:

- Capability building costs
- Programme costs
- Delivery costs
- Capital expenditure
- Fundraising costs
- Travel and accommodation

**Exclusions:**


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- Activities which benefit an individual or organisation in a commercial sense
- Political parties
- Divisive religious activities
- Activities outside the industries as defined above
- Retrospective projects
- Emergency relief
- Debt reduction requests

**Application process**


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1. All applicants must apply online via our website filling out the Application form
2. Along with the Application Form, applicants must provide (if applicable):
  - a) a copy of their latest financial statements,
  - b) two quotes to support your requested funding
  - c) a project or business plan, and
  - d) disclosure regarding other applications.
3. All groups who have not applied before (or who have recently changed their bank account) must provide a scanned bank deposit slip/bank statement

The grant rounds open in March and September each year.

OPEN	CLOSE	NOTIFICATION
September	October	December
March	April	June

**Grant-making processes**


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Trustees aim for the Foundation's grant-making processes to be transparent and to address the interests of applicants and the purpose of the Foundation. All eligible external grant requests go through a three-stage process as follows:

Assessment to determine whether the request should be shortlisted for support. Requests that are unsuccessful in making the shortlist are notified accordingly.

Review of the assessments and recommendations by the Trustees. Grants not recommended are notified accordingly.

Ratification of the recommendation by the Board.

In addition to responding to external grant requests during the bi-annual funding round, the trustees may at their discretion invite or commission proposals, or provide funding in collaboration with others, where doing so would meet the objectives of the Foundation's strategy.

Every year we will publish details of the successful grants on our website and in our annual report.

**Payment of grants**


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Grants are paid by direct credit into a nominated bank account as soon as the funds are available.

**Conditions of grants**

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Recipients will recognise and promote the Inspiring Futures Foundation in their external communications (i.e. social media, newsletters and press releases).

Recipients will provide updates and photos of funded projects throughout the year for marketing purposes.

The Foundation must be notified of material changes to the planned activity or programme.

**Evaluation and monitoring**

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All recipients will provide an evaluation of grant impact within six months of the grant being made or in such other timeframe as determined by the Foundation.