Lions Club of Maidenhead CIO
GRANT MAKING POLICY

The Objects of the Lions Club of Maidenhead CIO

Under the terms of the Club's constitution, the members and trustees of the Lions Club of Maidenhead CIO (hereinafter referred to as 'the Club') apply funds at their discretion, making grants where they believe that their contribution will make a real difference. The Club can only make grants in furtherance of its charitable objects; the details of the Objects of the Club are shown in Appendix 1 to this document.

Nothing in this policy precludes the Club from agreeing to donate funds to a specific cause or project as proposed at a club meeting, advance notice of at least 14 days should be given. However, emergency proposals may be considered at a club meeting at the Club's discretion.

Priorities for Support

The number of applications that can be supported is, of necessity, limited to the amount of funds available for distribution in any one year. The Club has determined that the priorities for funding will be as follows:

- subject to other elements of this grant-making policy, no restrictions are imposed on the purpose for which a grant may be made. Thus, applications for support towards capital projects, other projects or core costs are considered.
  In awarding grants the Club may work with other Lions Clubs or organisations to fund a large project or purchase;
- as there are numerous Lions clubs in the UK, applications from the Maidenhead area are generally given priority, along with those from within the county of Berkshire. The Club also considers national and international funding requests referred to them by the Lions Clubs International organisation;
- applications for support and/or grants are all considered on their own merits, but the Club will not normally support applications from national charities (unless it is attributable to their local branch), or charities dedicated to issues deemed by the Club to be already well funded;
- given that most of the available funds are raised within the local community, those candidates that are local are given special consideration.

Exclusions

The Club will not normally approve the use of funds for purposes which the government or local authority have a statutory responsibility to provide.

Club Grants or awards

The specific award schemes that the Club currently has are detailed in the attachments to this policy, with their own particular rules.

All applicants should note that the Club receives far more applications than it has funds to support. Even if a project fits with the criteria and priorities of the Club and a detailed assessment has been made, the Club may still be unable to provide the grant.

Monitoring

It is the policy of the Club to monitor as appropriate all grants made. As part of that process, the recipient will be asked to provide receipts and copies of invoices.

Revised policy, adopted 13 October 2026
Prepared by Lion Steve Spencer

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Appendix 1

The Objects of the Club are such purposes as are exclusively charitable in England & Wales, including in particular:

1. the advancement of citizenship by:

1.1 promoting the principles of good citizenship;

1.2 encouraging members to take an active interest in the civic, cultural, social and moral welfare of the community;

1.3 providing a forum for the open discussion of all matters of public interest; provided that partisan politics and sectarian religion shall not be debated by members;

1.4 encouraging service-minded people to serve their community without personal reward and encouraging the promotion of high ethical standards in commerce, industry, professions, public works and private endeavours;

2. supporting youth to develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;

3.1 promoting volunteering;

3.2 promoting the Voluntary Sector for the public benefit by associating with local authorities in a common effort to advance education and provide facilities in the interests of social welfare for recreation or other leisure time occupation to improve the conditions of life of people in local, national and international communities;

4. the relief of poverty and the relief of those in need in particular by providing humanitarian aid and disaster relief;

5. the advancement of health or the saving of lives by preventing avoidable blindness, assisting disabled people to lead independent lives or helping to prevent or manage health issues;

6. promoting, for the benefit of the public, the conservation, protection and improvement of the physical and natural environment; and/or

7. promoting community participation in healthy recreation.

Nothing in this constitution shall authorise an application of the property of the Club for purposes which are not charitable in accordance with section 7 of the Charities and Trustee Investment (Scotland) Act 2005.

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Appendix 2 – Community Services Committee Awards

The Community Services Committee receives and considers all applications for individuals and families in need of support, from local organisations such as RBWM social services, CAEB (Citizen's Advice East Berkshire), Community Mental Health. Applications are not accepted from an individual or family directly; the Club requires that the application is made by their supporting professional. Generally, referrals are for local families in need of financial support for goods or services (some exceptions are made), and a second request will not be considered in any 12-month period unless circumstances are exceptional.
The Community Services Committee has authority to make grants of up to £500. Over this amount, if a request is deemed appropriate, the proposal will be made to club members at the next club meeting to approve that grant. The notice of the proposal must be circulated to all club members at least 14 days prior to the date of the business meeting.

The assessment process will be as follows:

- All applications **must** be supported by a completed Community Services application form which can be obtained by a request:
  - direct to CSC@maidenheadlions.org.uk, or
  - via the web site contact link on www.maidenheadlions.org.uk,or
  - through lions@maidenheadlions.org.uk.
- All Community Services grant applications will be subject to initial assessment by the Community Services Lead to ensure that they meet the basic criteria for funding. A proposal amount is then submitted to the committee for approval or discussion. If necessary, the proposal will be debated by all club members at following business meeting. Details provided to the Club at that meeting will be anonymized to ensure no personal details are divulged.
- The Community Services Lead will report to the full Club at its meetings brief, anonymized, details of all applications, and whether or not they were granted;
- The Community Services Lead is responsible for ensuring that the Community Services Committee and the Club are made aware of repeated applications from individuals or groups/organisations;
- The Community Services Lead will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application; the Club is not obliged to provide an explanation to the applicant should their application be unsuccessful. However, the Club does realise the importance of feedback and will, where appropriate, provide suitable comment to the applicant.

Appendix 3 – Community Fund Awards

The aim of the Community Fund is to reach areas in the community that we have not helped previously.
The fund will be used to award grants to local volunteer groups/individuals for projects, services, and materials to enable them to continue or start new projects.

The assessment process will be as follows:

- All applications are made using a specific Community Fund application form which can be obtained by a request to the Community Fund Lead:
  - direct at cf@maidenheadlions.org.uk, or
  - the web site contact link on www.maidenheadlions.org.uk, or
  - through lions@maidenheadlions.org.uk
- The Community Fund application form obtained from the Community Fund Lead should be completed by the sponsoring club member or be sent to the local organisation to complete. The proposal needs to inform the Club of the purpose of the application, include adequate background information, and describe how the grant will be used and managed effectively for its intended purpose;
- All Community Fund grant applications will be subject to initial assessment by the Community Fund Lead to ensure that they meet the basic criteria for funding. A proposal, with details anonymized to ensure no personal details are divulged, will then be circulated to all club members at least 14 days prior to the date of the business meeting at which the proposal will be considered.
- The Lion Sponsor will speak to and propose the project at that meeting. The decision to accept the proposal will be made by a vote in the Lions business meeting.
- The sponsoring Lion will be responsible for informing applicants of the outcome of their application for funding as soon as practicable after the application is voted on by the Club. The Club is not obliged to provide an explanation to the applicant should their application be unsuccessful. However, the Club does realise the importance of feedback and will, where appropriate, provide suitable comment to the applicant.

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Appendix 4 – Youth Awards

The aim of the Youth Awards is to award grants to local volunteer groups/individuals for youth projects, services, and materials to enable them to continue or to undertake new projects.
The Youth Committee has authority to make Youth Award grants of up to £500. Over this amount, if a request is deemed appropriate, the proposal will be made to club members at the next club meeting to approve that grant. The notice of the proposal must be circulated to all club members at least 14 days prior to the date of the business meeting.

The assessment process will be as follows:

- All applications are made using a specific Youth Award application form which can be obtained by a request:
  - direct to youthawards@maidenheadlions.org.uk, or
  - the web site contact link on www.maidenheadlions.org.uk, or
  - through lions@maidenheadlions.org.uk
- All Youth Award applications will be subject to initial assessment by the Youth Committee Lead to ensure that they meet the basic criteria for funding. A proposal amount is then submitted to the committee for approval or discussion. If necessary, the proposal will be debated by all club members at following business meeting. Details provided to the Club at that meeting will be anonymized to ensure no personal details are divulged.
- The Youth Committee Lead will report to the full Club at its meetings brief, anonymized, details of all Youth Award applications, and whether or not they were granted;
- The Youth Committee Lead is responsible for ensuring that the Youth Committee and the Club are made aware of repeated applications from individuals or groups/organisations;
- The Youth Committee Lead will aim to write to all applicants informing them of the outcome of their application for funding within three months of the date of the application; the Club is not obliged to provide an explanation to the applicant should their application be unsuccessful. However, the Club does realise the importance of feedback and will, where appropriate, provide suitable comment to the applicant.

Appendix 5 – Helping Hands Awards

The aim of Helping Hands is to assist those in the local community who are less well-off and would appreciate help at Christmas.
The fund is generally used to:

1) award grants (typically, but not restricted to, by gifting supermarket vouchers) to various local charities and other support groups for children, those in and leaving care, and the elderly, to provide Christmas meals, as well as rough sleepers and domestic abuse victims;
2) and to provide vouchers to individuals to buy Christmas supplies.

The Helping Hands Committee:

- Gathers referrals from local partners such as RBWM social services, CAEB (Citizen's Advice East Berkshire), Community Mental Health and charities such as DASH;
- The committee has the authority to add other projects and recipients as it sees fit, and to expand its activities to include different projects to support disadvantaged individuals and groups;
- In awarding grants, the Helping Hands committee has the authority to spend the budget allocated by the Club as it sees fit to meet these objectives;
- The Helping Hands Committee Lead will report to the Club, at a full Club meeting, details of all the awards made in the year.

Appendix 6 – Winter Fuel Awards

The aim of the Winter Fuel is to assist those in the Maidenhead (SL6) area in fuel debt over the winter.

The assessment process will be as follows:

- Applications are not accepted from individuals directly; the Club requires that all applications **must** be supported by a completed Winter Fuel application form submitted by CAEB in Maidenhead;
- All Winter Fuel grant applications will be subject to initial assessment by the Winter Fuel Lead to ensure that they meet the basic criteria for funding. A proposal amount is then submitted to the committee for approval or discussion;
- The limit for any application is £250 per applicant, per year.