CREATIVE COMPUTING CLUB CHARITABLE FOUNDATION

GRANT MAKING POLICY

1. The Objects of Creative Computing Club Charitable Foundation ("the Charity")

Under the terms of the Constitution, the Trustees apply funds at their discretion:

The Objects for which the Company is established are "to advance such charitable purposes (according to the law of England and Wales) as the charity trustees see fit from time to time, in particular but not exclusively to advance the education of people aged between 11 and 22 years in Suffolk for the public benefit by making grants and awards to students in full time education." ("the Objects").

The Trustees of Creative Computing Club Charitable Foundation seek to support those activities for purposes which help further the Objects.

2. Priorities for support

2.1 The number of projects which can be supported is, of necessity, limited to the amount of funds available for distribution in any year. The Trustees have determined that the priorities for funding over the next years will be:

• Students at a Secondary School Education Level
• Students at a Further Education Level
• Students at a Higher Education Level

2.2 The priorities in this policy will be reviewed every year (or more often if deemed appropriate by the Trustees), and may be changed in accordance with the Trustees' view of the most effective application of available funds at any point in time.

3. Principles

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

3.1 The Trustees consider that the core area to be served by the Creative Computing Charitable Foundation is Suffolk, England. Only applications from individuals based in that county will be considered.

3.2 All applications from previous recipients of grants or from previously unsuccessful applicants will be considered by the Trustees on their own merits. Although the Trustees will have regard to the outcome of the previous grant, any new application will in no way receive preferential or adverse consideration.

3.3 The Charity will not normally support applications from other organisations.

3.4 The Charity will willingly work in partnership with other organisations to fund initiatives beyond the financial scope of a single organisation.

4. Exclusions

The Trustees will not normally approve the use of the Charity's funds for:

4.1 purposes for which the government has a statutory responsibility to provide

5. Grant application process

All applications for grants should be made in the first instance to Creative Computing Charitable Foundation, 51 Greenfinch Avenue, Ipswich, Suffolk, IP2 0SH, UK and clearly marked for the attention of the Trustees. All applications must be made by way of a paper application form (to be completed in conjunction with this policy).

5.1 Information requirements before awarding a grant

All applicants:

Before awarding a grant to an individual, the Trustees require that the application should:

5.1.1 Inform the Trustees of the purpose of the application, details of the individual, the way in which the grant will be used and how it will be managed effectively for its intended purpose;

5.1.2 Inform the Trustees of the person(s) who will be responsible for the administration of the grant on behalf of the individual (where appropriate);

5.1.3 Provide adequate information regarding the identity and financial status of the individual.

5.1.4 Demonstrate that the recipient has and will be adequately insured in relation to any equipment and software purchased by the grant.

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5.1.5 Sign the application form to state that the recipient (or administrator where appropriate) of the grant undertakes to comply with the general terms and conditions including that the presentation of a cheque or acceptance of funds through bank transfer deems that the recipient (or administrator where appropriate) has accepted these and any additional terms and conditions contained in a letter of grant between the Charity and the grant recipient (or administrator where appropriate) and agrees to be bound by them.

6. Assessment process

6.1 All grant applications will be subject to initial assessment to ensure they meet the basic criteria for funding. Grants will be considered by the Trustees at their meetings, and the Trustees 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.

6.2 Applicants should note that, as with many other charitable trusts, the Creative Computing Club Charitable Foundation always receives far more applications that it has funds to support. Even if a project fits within the criteria and priorities of the Charity and a detailed assessment has been made, the Charity may still be unable to provide a grant.

6.3 The Trustees will not be obliged to provide an explanation to the applicant should their application be unsuccessful.

7. Monitoring and Publication

7.1 It is the policy of the Trustees to monitor all grants made. To this end, before a grant can be confirmed, conditions may be stipulated with regards to the use of the grant.

7.2 Monitoring visits by representatives of the Charity may be expected during the period of a grant.

7.4 Following the conclusion of a successful application, the grant recipient will (where appropriate) be expected to submit a short report, normally within six months of receiving the grant, detailing fully the results and outputs from the grant. The grant recipient should inform the Charity of any extenuating circumstances whereby the submission of the report is delayed, to allow a mutually acceptable date for submission to be agreed.

7.5 The Trustees may require the grant recipient to publicise the Charity relating to the grant in the manner stipulated by the Trustees at the time of making the grant.