

ART EXPLORA UK GRANT-MAKING POLICY

PURPOSE AND OBJECTIVE

- 1.1 The purpose of this policy is to set out the principles and procedures that guide the Trustees when they are making grants in furtherance of the charitable objects of Art Explora UK (the "Charity").
- 1.2 The Trustees apply the funds of the Charity at their discretion and in furtherance of the charitable objects of the Charity.
- 1.3 This Policy does not apply to 'The Art Explora - Académie des beaux arts European Awards'. This annual award has its own rules, available from www.artexplora.org.

PRIORITIES FOR SUPPORT

- 2.1 The number of projects that can be supported by the Charity is necessarily limited to the amount of funds that are available for distribution each year.
- 2.2 The Trustees have determined that the initial priority for support will be for projects and institutions in the UK that meet the Charity's charitable objects, namely to advance arts and culture by:
 - 2.2.1 increasing access and public engagement;
 - 2.2.2 promoting the positive social impact of the arts;
 - 2.2.3 supporting efforts to share art and culture in an environmentally responsible and sustainable way; and
 - 2.2.4 supporting cultural institutions, artists and the creation of contemporary art.
- 2.3 The priorities for support will be reviewed by the Trustees periodically and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must still fulfil the charitable objects of the Charity.

GRANT APPLICATIONS

- 3.1 Proposals for grants should include sufficient detail to enable the Trustees to make an informed decision. Proposals should include:
- 3.1.1 The size of the grant requested, and timing;
 - 3.1.2 The purpose of the proposed grant, including a description of the benefits/impacts to beneficiaries, and the number of beneficiaries;
 - 3.1.3 Details of the potential grant recipient who would deliver the project;
 - 3.1.4 How the grant would be applied;
 - 3.1.5 A fit-for-purpose plan for monitoring and evaluation of the grant;
 - 3.1.6 Description of risks and mitigating factors;
 - 3.1.7 Assurance that all local applicable laws and working practices associated with the recipient would be fully and properly applied; and
 - 3.1.8 Assurance that suitable safeguarding policies would be in place in cases where the grant relates to children or vulnerable adults.

PRINCIPLES APPLIED IN DETERMINING SUPPORT

- 4.1 The Trustees intend for grants to be made to other charities and non-profit organisations, particularly those which focus on:
- 4.1.1 making artistic and cultural works available and accessible to the public;
 - 4.1.2 educating the public about the arts and culture;
 - 4.1.3 supporting cultural and heritage institutions and artists;
 - 4.1.4 promoting the creation and/or dissemination of contemporary art;
 - 4.1.5 supporting best or innovative practices to encourage audience engagement and participation in arts and culture;
 - 4.1.6 promoting the positive social impact of the arts, especially in the wider community;
 - 4.1.7 supporting initiatives to bridge social, economic and geographic barriers to arts and culture; and/or
 - 4.1.8 employing digital technologies to encourage audience engagement and participation in arts and culture; and to make art available to everyone.

4.2 The Trustees will only make grants to organisations which are:

- 4.2.1 registered with the Charity Commission for England and Wales, the Office of the Scottish Charity Register or the Charity Commission for Northern Ireland (a **UK Registered Charity**);
- 4.2.2 foreign organisations with a classification and charitable purpose equivalent to a UK Registered Charity;
- 4.2.3 non-profit entities; or
- 4.2.4 exempt charities under the law of England and Wales.

4.3 Grants will not normally be made to private individuals.

4.4 In awarding grants, the Trustees will consider the following criteria:

- 4.4.1 Compatibility with the Charity's objects and funding priorities;
- 4.4.2 Financial record of the potential grant recipient;
- 4.4.3 Nature of the impact/benefit of the grant, number of beneficiaries and expected outcomes;
- 4.4.4 Capacity for monitoring;
- 4.4.5 Sustainability of the project receiving the grant;
- 4.4.6 Environmental sustainability;
- 4.4.7 Cost/benefit analysis; and
- 4.4.8 Replicability.

4.5 The Trustees are content to work with other grant making bodies where funding of an entire project is beyond the scope of the Charity.

DUE DILIGENCE

5.1 The Trustees will carry out sufficient due diligence on any potential grant recipient prior to awarding any grant, to ensure:

- 5.1.1 The identity of the potential grant recipient is verified;
- 5.1.2 That funds will be applied in accordance with the Charity's charitable objects;
- 5.1.3 That funds will not be used for:
 - (a) Money laundering under any operative Money Laundering regulations;
 - (b) Terrorist financing under the Terrorist Act 2000; or

(c) Bribery under the Bribery Act 2010.

- 5.2 In cases where the Charity is not the only supporter of the proposed work or project, and to protect its reputation, the Trustees may choose to extend any due diligence beyond the potential grant recipient and to include other supporting organisations.
- 5.3 The Trustees will adopt a risk rated approach to due diligence. Risk factors will include:
- 5.3.1 the size of the grant;
 - 5.3.2 the geographical location in which the grant will be applied; and
 - 5.3.3 the nature of the relationship between the potential grant recipient and the potential beneficiaries.
- 5.4 Grant size will be an important risk factor and the larger the grant, the greater the likely level of due diligence undertaken will be.
- 5.5 Where the potential grant recipient is well known to the Trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.
- 5.6 The results of any due diligence will not last indefinitely. In cases where grant recipients are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the grant recipient, or in any case, if there are no change of circumstances after a period of three years.

GRANT AGREEMENT

- 6.1 Should the Trustees think fit, the Trustees may require any grant recipient to enter into a written agreement which will include (as appropriate):
- 6.1.1 The objective of the grant, and details of how the grant can be spent;
 - 6.1.2 The time period for the delivery of the activities, services or outcomes being funded;

- 6.1.3 Requirements for receiving reports from the grant recipient on how they have spent the grant, progress against objectives, and achievements for the period covered. This may be a single report at the end of the grant period or a periodic report for on-going grants;
 - 6.1.4 The records that the Trustees require to see regarding the use of the grant, for example invoices for significant expenditure;
 - 6.1.5 Monitoring arrangements to enable the Trustees to have confidence that the grant is used for the intended purpose; and
 - 6.1.6 What will happen if the terms and conditions of the grant are breached, or if the grant recipient can no longer carry out the terms of the grant.
- 6.2 With the agreement of the Charity and the grant recipient, grants will be provided by means of an electronic banking transfer or a cheque.
- 6.3 Where formal written proposals have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with prevailing Data Protection legislation.

GRANT MONITORING PROCESS

- 7.1 If an application for funding is successful, and should the Trustees think fit, the Trustees may decide to hold annual meetings/visits with the grant recipient and will request grant monitoring reports (**Progress Reports**) on an annual or other basis.
- 7.2 Progress Reports will need to include:
- 7.2.1 progress against pre-determined milestones;
 - 7.2.2 details of how much of the allocated funds have been used;
- and
- 7.2.3 a financial breakdown of the expenditure for the project or activity that was funded.
- 7.3 As a guide, trustees will usually require the grant monitoring process to be carried out for any grant of over £15,000, or in relation to a grant being made in several tranches. The level of grant monitoring required in any case will be at the Trustees' discretion.

- 7.4 A copy of the grant recipient's annual report and accounts should be sent at the end of each year of the grant.
- 7.5 Failure to provide the above information could potentially result in the grant having to be returned.
- 7.6 Where grants are intended for a specific project or purpose, and in situations where that project does not proceed or where the grant or part of the grant remains unused, any unused funds must be returned to the Charity, unless other arrangements are agreed in writing.

DECISION MAKING

- 8.1 The decision of the Trustees on whether to award a grant is final.
- 8.2 The Trustees are not obliged to provide an explanation to potential grant recipients in the event that an application is not successful.

CONFLICTS OF INTEREST

- 9.1 If a Trustee has an interest, either direct or indirect, in the potential grant recipient or any of the beneficiaries of a proposed grant, they must declare that interest and then not participate in the decision-making about that grant.

DATA PROTECTION

- 10.1 Formal written applications and any other data records maintained by the Charity will be stored and subsequently disposed of in accordance with the Charity's policy on data protection and prevailing Data Protection legislation.

POLICY REVIEW

- 11.1 This policy will be reviewed from time to time as the Trustees see fit and in line with the current priorities of the Charity and its charitable objects.

Last reviewed: **9 March 2026**

End.