

# HEWITSONS

## GRANT-MAKING CHARITIES



We have a comprehensive service for grant-making charities which, as well as covering areas common to all charities, is tailored specifically for those whose main business is grant-making. We know their needs and aims are different to other charities and our service is designed to ensure these charities are effective and making a real impact with their beneficiaries.

**Our grant-making charities service includes:**

- **Constitution**

Creating the right constitution at the beginning of a charity's life and keeping this under review to ensure it is up-to-date and appropriate for the charity's work. We also advise on incorporation, i.e. changing from a trust, scheme or association charity to a corporate type of charity (such as a guarantee company or charitable incorporated organisation).

- **Grant-making systems**

Assisting with applications, assessing and matching grant purposes and objects, helping grant committees, informal and formal grant agreements, monitoring of grants made, and grant making strategy.

- **Governance**

Advising on trustees' duties, meetings procedure, undertaking training (either as part of a regular meeting or a separate exercise or away day), managing conflicts of interest, the use and monitoring of committees, staff and external agents and advisors.

- **Risk management**

Advising you on your legal requirements and good governance, and establishing and maintaining an appropriate risk management system.

- **Strategic planning and investment**

Advising on investment policy statements, the use of investment managers, the development of grant-making themes, maximising effectiveness of grant – making, ensuring sustainability and dealing with permanent endowment.

- **Foundations**

We advise private or family charitable foundations as well as corporate foundations and are experienced in dealing with the relationships, governance and particular issues which can arise here.

**Our service:**

Our service is flexible so you can use us in the way which suits you. Here are some of the ways we work with grant making charities:

- **Here when you need us**

For some we are simply available as and when needed. Just make initial contact with us and then let us know as and when you need our help on any particular issue.

- **Keeping in touch**

Some charities ask us to be in touch quarterly or annually, to briefly look over their trustee or grant committee minutes, or otherwise ensure that we are here to help regularly on any particular matters which arise, giving them reassurance by supporting them in their everyday work.

- **Specific issues**

We regularly assist on specific matters when charities ask us, such as updating a constitution, advising on the engagement of investment managers, or assisting with the specific terms of a grant agreement.

■ **Strategic review**

We undertake governance and strategic reviews for grant-making charities and can cover as much or as little as you need, either as a one-off exercise or every year or two.

■ **Grant administration service**

We provide a full grants administration service if you need this, dealing with initial assessment and preparation of applications for trustees or grants committee, attending meetings and preparing minutes, corresponding with applicants, monitoring grants made and advising on the terms of particular grants.

Our team includes charities administrators who provide a competitively priced service for you, together with solicitors with great experience in the sector to help on any legal and regulatory issues which may arise. Whatever your needs, we can help.

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We pride ourselves on delivering an outstanding service to a wide range of individuals, businesses and institutions including charities, educational and sports bodies. The firm's size and breadth of specialisms means each client receives the focus it requires. We operate UK wide and have worldwide reach via our network of independent law firms, LawExchange International.

This document is written as an outline guide only and any action should not be based solely on the information given here. Appropriate professional advice should always be taken in specific instances.

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