

## **GRANTS POLICY**

*Purpose: to describe how grants are made by the Charity in accordance with its Objects.*

1. The Charity makes grants solely to Penlee House Gallery and Museum to support its aims and activities.
2. Grants may be made for acquisitions and associated costs such as conservation, following a proposal by the Director of Penlee House Gallery and Museum in accordance with the Gallery and Museum's Collections Development Policy. Such grants may be standalone or used to match fund grants from other bodies.
3. Grants may be made to support activities such as the costs associated with mounting exhibitions or education and outreach programmes, to purchase items needed by the Gallery and Museum, and to support other developments to enhance the work of the Gallery and Museum.
4. Grants may be made to contribute to capital development, and funds may be raised for this purpose. Grants will not be made for the maintenance or repair of the building or furnishings.
5. Applications for grants will be submitted by the Director on a standard form supplied by the Trustees.
6. Where possible, the Trustees will decide on applications for grants as part of the annual budget-making process. However the Trustees will also consider applications at any time depending on circumstances such as the timing of auctions.
7. If a decision on a grant application is needed before the next Trustees' meeting, the Trustees will communicate electronically (either by meeting or by email) to reach a decision. The Secretary will retain a record of the decision-making, which will be reported to the next Trustees' meeting.

*Approved: February 2024*