

Activities to be Carried Out

Development and Set up

Two Ridings Community Foundation (TRCF) will establish the York Children & Young People's Fund (the Fund) within its portfolio of funds.

This will require essential preparatory work in engaging with advisers and trustees of the various trusts and funds being transferred; contributing towards obtaining the necessary internal and external permissions; establishing and putting in place the policies and processes required for transferring the assets in scope; physically establishing the Fund. The work will cover:

- Preparing a bespoke formal proposal and presenting same at meetings with appropriate members and trustees.
- Attending meetings with trustees and undertaking telecoms with the Trust.
- Establishing the Fund Criteria of the proposed Fund ensuring that it is compatible with the requirements of the Charity Commission and the Council.
- Preparing all documentation in connection with the launch of the Fund including the application process, defining and agreeing the process for monitoring and evaluating successful grant applicants.
- Ensuring that applicants can have an enhanced process of applying for funds via links between Council and TRCF websites.
- Defining the requirements for impact reporting, actioning the same and developing internal processes for delivering the annual report.

Every year TRCF will carry out the following activity in respect of managing funds and making awards:

Managing Invested Funds (the endowment element of the Fund)

TRCF will administer and monitor the investment portfolio through:

- Delegation of the management of the TRCF portfolio to at least two of three appointed investment managers. These are currently CCLA (Churches Charities and Local Authorities), Redmayne Bentley and Schrodgers. In addition, nominated trustees meet on a quarterly basis to evaluate performance and review asset allocation in the light of Fund performance.

- All financial management, accounting and ensuring independent auditing
- Good governance practice including the provision of trustee indemnity insurance, trustee and panel member induction and ongoing development, recruitment of replacement panel members and technical advice and guidance on new legislation relating to fund management and trustee responsibilities.
- Good record keeping and recording (as part of any trust transfer TRCF will be required to keep all accounting books and records, including cash books, invoices, receipts and records of grant applications for at least six years after the year they were made.

Managing the Distribution Element of the Fund

This reflects the work undertaken directly by management and team members within TRCF in actively promoting and carrying out effective grant making in line with the Fund's agreed criteria and includes:

- Managing the promotion of the Fund to potential beneficiaries and grant recipients.
- Provision of advice and support to individuals and groups in completing applications.
- Undertaking all administration involved in despatching application packs and receiving completed application forms, finessing where appropriate and logging onto TRCF's Digits data base.
- Ensuring all applications are assessed, taking up references and undertaking due diligence on the individual or applicant group.
- Hosting, facilitating and administering the decision making processes
- Responding to unsuccessful applicants and drawing up grant terms and conditions for successful applicants.
- Making payments to the successful applicants in line with the agreed Fund criteria.
- Providing regular statements of the Impact of the Fund (including financial performance) to the existing Trustees and other potential partners to the Fund, including details of amounts applied for and grants awarded, projects supported, numbers benefiting, nature of the applicants, breakdown of geographical areas etc.
- Obtaining monitoring information from successful applicants and evaluating same to ensure accurate and meaningful annual Impact Reporting.