

REDISCOVERING ART BY WOMEN

(the 'Charity')

Registered Charity 1205988

AWARDS POLICY

1. About this policy

- 1.1. This policy applies to Rediscovering Art by Women (the **Charity**), a charity registered in England and Wales (number 1205988).
- 1.2. The charitable objects of the Charity are restricted specifically for the public benefit to the advancement of education in the fields of 20th Century and contemporary art and design by women artists and by gender non-conforming artists in particular but not exclusively by:
 - (a) providing exhibitions, talks, seminars and other events and information;
 - (b) carrying out research and disseminating the results of such research;
 - (c) loaning works to public art collections in the UK and abroad; and
 - (d) awarding grants to contemporary women and gender non-conforming artists.
- 1.3. The Charity is governed by the trustees of the Charity (the **Trustees**) who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects and have ultimate responsibility for all awards decisions.
- 1.4. The purpose of this policy is to set out the principles and procedures that guide the Trustees when they are making awards to further the Objects. It also provides information about the Charity's award-giving process to anyone who is applying to the Charity, or would like to apply to the Charity, for an award.
- 1.5. In this policy references to persons who are "connected" with a Trustee means:
 - (a) a child, stepchild, grandchild, parent, brother or sister of a Trustee;
 - (b) the spouse, unmarried partner or civil partner of a Trustee or of any person falling within paragraph (a) above;
 - (c) any person who is in a business partnership with a Trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and
 - (d) any company, business, trust or organisation in which a Trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.

2. Our funding priorities

- 2.1. The Trustees are keen to support activities that advance the Objects in an effective way. However, they recognise that a limited amount of funds is available to distribute each year through the Charity's annual award. The Trustees' current priorities are:
 - (a) supporting visual work which challenges the status quo and more specifically work that challenges heteronormative conceptions around sexuality, gender and identity.
- 2.2. The Trustees may occasionally give awards that fall outside the priorities stated in this policy, provided they are satisfied that the award will further the Objects and is an appropriate use of the Charity's funds.
- 2.3. The Trustees will review the award-giving priorities and principles set out in this policy annually.

3. Who can apply for an award

- 3.1. The Trustees welcome applications in respect of projects that support their funding priorities from women artists and gender non-conforming artists, although the Trustees are particularly keen to encourage applications from eligible artists who:
 - (a) have limited financial means;
 - (b) are transgender women or gender non-conforming;
 - (c) are physically or mentally disabled; or
 - (d) are sex workers.
- 3.2. Applicants may be any age and of any nationality.
- 3.3. The Trustees will usually only give awards to individual artists, not to organisations.
- 3.4. The Trustees will not usually give an award to an applicant that has:
 - (a) previously entered a submission, but failed the Trustees' due diligence checks and the issues identified at that time have not been addressed; or
 - (b) Received an award from the Charity at any time during the immediately preceding three financial years of the Charity;

4. What we will fund

- 4.1. The Trustees give an annual award of up to £10,000 in support of one project by an individual artist.
- 4.2. All awards given by the Charity must be used to cover costs that are directly incurred as a result of undertaking the project that the Trustees have agreed to fund in furtherance of the Objects (the Funded Project). Unless the applicant can demonstrate that the expenditure is

essential for, and directly linked to, the Funded Project, the award (or any part of it) must not be used to fund any of the following types of expenditure:

- (a) salary costs;
- (b) capital expenditure (the applicant must also be able to demonstrate that any assets acquired using award monies will be used for similar purposes after the end of the Funded Project); and
- (c) contributions to the cost of overheads.

4.3. The Trustees:

- (a) will consider funding part of the cost of a project (up to £10,000, being the maximum amount of the annual award) where the total cost of the project is shared with one or more other funders; and
- (b) encourage applicants to seek matched or additional sources of funding for their project.

4.4. If the award covers part of the cost of a project, the Trustees may require the applicant to provide details of the other funder(s) and the funding that they have secured or applied for (including any loans or other commercial funding).

5. How to apply for an award

5.1. The application period will open on 1 September in each year and close on 1 November in the same year. All award applications must be submitted during that period, be made by the applicant artist and be in writing and in English. Each application must explain in detail how the award will be used and put forward a strong case for support. In particular, an application must:

- (a) explain what is the project to be funded by the award and why it is important;
- (b) describe where or how the project may or is intended to be displayed in order to be viewed or accessed by the public;
- (c) demonstrate how the project will benefit the public and advance one or more of the funding priorities;
- (d) set out how use of the award will be managed (the Charity will typically meet costs as they are incurred, up to the value of the amount awarded);
- (e) give details of the artist who will be responsible for the management of the award and delivering the project;
- (f) provide a budget for the project;
- (g) give details of any other funding that has been awarded or that is being sought for the project to be funded by the award; and
- (h) meet such other requirements as the Trustees may specify in a particular year.

6. How we make decisions about awards

- 6.1. The Trustees have ultimate responsibility for all award decisions and for ensuring that all funds awarded are used to advance the Objects.
- 6.2. The Trustees must declare the nature and extent of any interest, direct or indirect, which could, or could be seen to, prevent them from making an award decision only in the best interests of the Charity. Situations in which a conflict of interest may arise include where:
 - (a) a Trustee (or a person connected to them) stands to benefit from an award from the Charity (see paragraph 7 (Grants to Trustees or connected persons)); or
 - (b) a Trustee has a duty of loyalty to a third party that conflicts with their duty to the Charity.

Any such conflict of interest must be declared and managed by the Trustees in accordance with the Charity's conflicts of interest policy.
- 6.3. The Trustees may delegate certain decision-making responsibilities. In particular, the Trustees have appointed a Selection Panel to review award applications and make recommendations to them.
- 6.4. In all cases where a recommendation is made to them to give an award, the Trustees may (in their absolute discretion) refuse to approve that recommendation, particularly if they consider that such an award would not be an effective way to further the Objects or would conflict with the Charity's policies or interests.
- 6.5. The Selection Panel and the Trustees may take up to six weeks from the closing date for applications to consider applications and decide if they will give an award or not.
- 6.6. The Trustees will inform applicants of their decision in writing.
- 6.7. If an applicant is given an award, the Trustees will:
 - (a) set out the key terms of the award and any conditions that are attached to it in or with an award letter; and
 - (b) ask the applicant to sign the terms and conditions accompanying the award letter to indicate that they accept them.
- 6.8. Where the Trustees decide not to give an award for a project, they are not obliged to give the applicant reasons for their decision. At the Trustees' discretion, they may, however, if requested by the applicant, give the applicant such written feedback on the reasons for their decision as they consider appropriate.
- 6.9. The Trustees' decision whether to give an award is final.

7. Grants to Trustees or connected persons

- 7.1. Clause 6.2.1 of the Charity's constitution authorises a Trustee or any person connected to them to receive a benefit from the Charity as a beneficiary of the Charity, provided that a majority of the Trustees do not benefit in this way.
- 7.2. If an application for an award is made to the Charity by a Trustee, or a person connected to them, the non-conflicted Trustees may therefore consider giving the award in accordance with this policy.
- 7.3. If a Trustee, or a person connected to them, applies for an award, the conflicted Trustee must:
 - (a) in accordance with clause 7.1.1 of the Charity's constitution, declare the nature and extent of their interest, direct or indirect;
 - (b) absent themselves from any discussion of the award application by the Selection Panel and by the non-conflicted Trustees; and
 - (c) have no vote and not be counted as part of the quorum in any decision of the Selection Panel or the non-conflicted Trustees on the award.

8. Due diligence

- 8.1. When the Trustees are considering an application for an award, they (or the Selection Panel on their behalf) will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Trustees' assessment of any risks associated with the project or the applicant.
- 8.2. Due diligence may include requesting details of, and taking such steps as the Trustees consider to be reasonable to scrutinise, any of the following:
 - (a) the applicant's financial circumstances;
 - (b) the applicant's artistic credentials, including checking references;
 - (c) if applicable, any supporting medical information;
 - (d) the applicant's aims and values; and
 - (e) any external risk factors that might affect the project.
- 8.3. In cases where the applicant will receive support from another funder, or works with a partner, the Trustees may undertake due diligence on that funder or partner.
- 8.4. The Trustees will keep a written record of any due diligence that they undertake.

9. Reporting requirements and monitoring

- 9.1. The Trustees will take steps to monitor the use of the award and verify that it is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the

nature of the project and the award, but the Trustees will always seek to ensure that the arrangements are appropriate and proportionate.

9.2. Arrangements for monitoring use of the award may include asking the recipient to provide any of the following:

- (a) (where the Charity has not paid project costs directly) copies of formal records such as receipts, invoices and bank statements to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the award;
- (b) regular written or verbal updates showing progress to date, summarising key achievements or problems encountered, indicating whether targets have been met and giving reasons for any delay in implementing work funded by the award;
- (c) a final written report on completion of the project funded by the award, showing how funds have been spent, evaluating where the project has been successful and identifying lessons that can be learnt; and
- (d) information about any proposed changes to the project.

9.3. If appropriate, the Trustees may also visit the award recipient whilst the project is in development and interview them about the progress of the project .

9.4. Basic monitoring requirements will be set out in the award letter. However, the Trustees may take any additional steps to monitor the use of award funds that they consider appropriate.

10. Clawback and repayment

The Trustees may require repayment of all **OR** any part of the award if:

- (a) the project for which it was awarded does not proceed;
- (b) part of the award remains unused when the project that the award was intended to fund has been completed; or
- (c) the award is used for a purpose other than that which has been agreed.

11. Reviewing and amending this policy

11.1. This policy will be reviewed by the Trustees at least bi-annually.

11.2. The Trustees may vary the terms of this policy from time to time.

Adopted: 05/12/2023

Review date: 05/12/2025