



ALFRED DUNHILL LINKS FOUNDATION **(“the Foundation”)**

In many ways, spending money well is as hard and complex as raising it, and it takes time and professionalism to get it right.

We receive many more applications for grants than we can make, and selecting those that best meet the criteria can therefore be difficult.

Once the Trustees have made their final decisions we monitor and evaluate the impact of the grants we award and undertake research of various kinds to ensure that the needs addressed are the right ones and that the money we are responsible for is genuinely making as big a difference as it possibly can.

The Trustees may make grants for any charitable purpose. However, the Trustees' current policy is to focus their grant-making in the areas of:

- Amateur golf development in Scotland and South Africa
- Historic Preservation of the Town of St Andrews
- The University of St. Andrews
- Charities with a link to St Andrews

Furthermore, to keep things fair and equitable:

- organisations can only submit one application at a time
- if an application is unsuccessful, you cannot reapply for a grant for 12 months, from the date of your initial application.

We will fund both Revenue and Capital costs. Examples of Revenue costs are salaries and hire of facilities. Examples of Capital costs are computers and office equipment.

If you currently hold a grant with us, you can only apply again during the final nine months of your existing grant period. This application can be for funding for the same project, or a different project.



How to Apply for a Grant

Please ensure that all those associated with an application have read the Foundation's [Advice to Applicants](#).

As a first stage, all applicants **must** complete an Expression of Interest Form to allow the Foundation to identify whether or not the project falls within its current grant-making policy.

The Expression of Interest Form must be returned **by post**. To view the Expression of Interest Form online [Click Here](#).

There are three possible outcomes following submission of an Expression of Interest Form:-

- the application is unsuccessful;
- the project is awarded a grant on the basis of the Expression of Interest Form; or
- the applicant is asked to complete an Application Form for consideration by the Trustees at their annual meeting, at which point a grant may or may not be awarded.

To allow applicants sufficient time to complete an Application Form (if requested) and ensure eligibility for consideration by the Trustees at their annual meeting, Expression of Interest Forms must be received by **1st July** each year.

Expression of Interest Forms will be reviewed once a month and applicants will be contacted within two weeks of the review taking place. Applicants who receive a response requesting that they complete an Application Form must return the Application Form **by post**. To view the Application Form online [Click Here](#).

A copy of the Application Form can then be printed directly from the screen display by clicking on the "File" menu and choosing 'Print'. Alternatively a copy can be saved by clicking on the "File" menu and choosing 'Save As'.

The Trustees meet to consider applications once a year in late September/early October. To be considered, all Application Forms must be received by **1st September** each year. Applicants are informed of the Trustees' decision immediately after each meeting and payments of grants are made as soon as possible once the Offer of Grant has been accepted and signed.



Grant process

You should send the completed Expression of Interest Form, or, if you have been asked to complete it, an Application Form, and accompanying documents to:

ALFRED DUNHILL LINKS FOUNDATION
Princes Exchange,
1 Earl Grey Street,
Edinburgh,
EH3 9EE
Scotland

- Grant making is within the complete discretion of the Trustees.
- Once your Expression of Interest Form or Application Form is received, it is expected that it will be acknowledged by email within 2 weeks. If your proposal is not eligible, you will be told at this stage. All eligible applications will be assessed, and you may be asked for further information.
- Applications which are submitted to the Trustees will be considered at the Trustees' annual meeting in late September/early October - provided the Application Form and all necessary accompanying documents have been received by 1st September.
- If a grant is awarded, you will be sent an Offer of Grant which is a written agreement you will be required to accept and sign in order to receive the grant. On return of the Offer of Grant signed by you, a cheque will be sent in payment of the Grant.
- The grant agreement will cover such matters as purposes, timing and stages of payment, monitoring, withdrawal and claw-back of grant, and publicity.



Advice to Applicants

Grants are awarded only in response to applications made through the correct channels and sustainability of applicant organisations is of high priority. Trustees are specifically looking for sustainable organisations.

The Trustees review their grant-making policy and practice on an annual basis. Trustees will consider international causes but preference is given to organisations in Scotland. Outwith Scotland, grants are normally made only to recognised charities.

Foundation's Categories of Interest

Currently, the major categories under which the Trustees consider giving support are:

- Amateur golf development in Scotland and South Africa
- Historic Preservation of the Town of St Andrews
- The University of St. Andrews

The Trustees look for clear, realistic and attainable aims. Occasionally the Trustees make a recurring grant of up to three years.

Even though an application may fall within one or more categories, applicants should note that this does not signify that a grant will be made. There is a limit to the finite funds available and, invariably, categories are substantially over subscribed. The Trustees reserve the right to exercise their discretion at all times, particularly when oversubscription occurs.

The Trustees recognise the need to assist voluntary organisations which need funds to complement those already received from central government and local authority sources. However, the Foundation will not award a grant where statutory bodies fail to provide funding or services which they are obliged to provide.

The Trustees also recognise that it is often difficult to raise core/revenue funding; thus they are prepared to consider core/revenue grants where appropriate. The Trustees also recognise that, at present, experimentation and innovation are much more difficult to fund and the Foundation's role in funding them is, therefore, the more significant.

What the Foundation does not support

As a broad guide, grants are not normally provided for:

- Statutory bodies or profit-making organisations
- Organisations working purely with elite sport or promoting sporting talent
- Individuals for their sole benefit
- Major infrastructural projects or large capital grants
- Disaster or emergency humanitarian relief projects

For details about the application procedure, please see [how to apply for a grant](#)



Data Protection Statement

As further explained in the Foundation's [Privacy Policy](#), the Foundation's lawful basis for processing the personal data supplied by grant applicants in their applications and subsequent reports (if successful) is that such processing is necessary for the performance of a contract (the grant-giving contract) or to take steps to enter into a contract (the application and expression of interest forms).

This includes the transfer to and use by the Foundation's sole member, Alfred Dunhill Limited and third party providers who provide services on the Foundation's behalf, such as legal, administrative and accounting services as the Foundation deems appropriate.

The Foundation requires written assurance from grant applicants/recipients that personal data about any other individual is supplied by them to the Foundation with his/her consent (as required), and in any event, in compliance with data protection laws.