



Cary Cares : Grant Making Policy

This policy should be read in conjunction with Cary Cares Finance and Reserves Policy & other policy documents.

Charitable purpose and objective

1.1. The trustees apply the funds of Cary Cares at their discretion and in accordance with the charitable purposes and objectives of the charity as outlined in its constitution.

Priorities for support

2.1. The number of individuals or groups that can be supported by the trustees is necessarily limited to the amount of funds that are available for distribution each year. The trustees have determined that the current priorities for funding are:

‘assisting families or organisations in greatest need of support arising from changes in circumstances as a result of the CoVID 19 pandemic’

2.2. The priorities for support will be reviewed by the trustees every year and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities will still fulfil the charitable purpose and objectives of the charity.

3 Principles applied in determining support

In awarding grants, the trustees will apply the following principles;

3.1. The trustees will consider any requests or known situations that are eligible for consideration from organisations or individuals resident within the parishes of Castle Cary and Ansford, Somerset, UK.

3.2. Each request or situation will be considered on its own merits. Where situations have been previously considered (whether successful or not) any due diligence undertaken to reach an earlier decision will be made available to the trustees.

3.3. The trustees will carry out sufficient due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.

3.4. The trustees are content to work in partnership with other grant making bodies where funding of an entire project is beyond the scope of any single organisation.

4 Applicant and partner due diligence

4.1. The trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

4.1.1 The identity of the beneficiary.

4.1.2 That funds are applied in accordance with the charity's charitable purpose.

4.1.3 That funds are not knowingly used for Money laundering in accordance with the operative Money Laundering regulations or terrorist financing in accordance with the Terrorist Act 2000 or bribery in accordance with the 2010 Bribery Act (See also Anti-Bribery Policy)

4.2. In cases where the charity is not the only supporter of the work or project, and to protect its reputation, the trustees may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

4.3. The trustees will adopt a risk rated approach to due diligence. Risk factors will include: the size of the grant; the purpose to which the grant will be applied; the nature of the relationship between the charity and the applicant.

4.4. Grant size will be an important risk factor and the larger the grant the greater will be the likely level of due diligence undertaken.

4.5. Where the proposed beneficiary is well known to the trustees and the relationship has been long standing and well established, the amount of due diligence undertaken is likely to be reduced.

4.6. The results of any due diligence will not last indefinitely. In cases where beneficiaries are supported for a significant period of time, additional due diligence will be undertaken on a change of circumstances that might impact the beneficiary, or in any case after a period of three years.

Administration

5.1. For smaller grants up to £70, and particularly in cases of financial hardship, or if the need to respond is time critical, requests may be made informally by email or telephone call to the trustees and can be dealt with on a case-by-case basis by the trustees who will undertake due diligence to ensure monies are given appropriately according to eligibility and need (e.g. location).

5.2. For larger grants of over £70, or if ongoing support is necessary to support a single individual/family/group trustees should distinguish between:

5.2.1 Hardship cases (Individuals/Families) – Trustees must agree a pathway of ongoing grant support up to agreed limits to be decided on a case by case basis. This can be done without a grant application form if it is felt that a form would provide additional emotional distress to the client (e.g. bereavement) but full, written details of the justification for support and the beneficiary will be recorded by the trustees at the time of making the decision. In cases of hardship, trustees do not need to wait until a formal trustees meeting to agree. However, at least 2 trustees must act as signatories for each decision.

5.2.2 Support for projects – Trustees must agree limits on ongoing funding to single projects/groups, and all project funding over £70 must be subject to a completed and agreed grant application form. Trustees will meet at regular intervals to consider grant applications.

5.3. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer, (or in exceptional circumstances a cheque). The charity's normal payment authorisation process will be applied to any payments.

5.4. Where the grant is for a specified project or purpose, and in situations where that purpose does not proceed or where any grant or part thereof remains unused, unused funds must be returned.

5.5. Where formal written applications have been received, or other records maintained, these will be stored and subsequently disposed of in accordance with the charity's policy on data protection and prevailing Data Protection legislation.

Decision making

6.1. The decision of the trustees on whether to award a grant is final.

6.2. The trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.