



Hay, Brecon & Talgarth Sanctuary for Refugees

Version 2.0 21 November 2017

Grant Giving Policy

Pre-amble

We will call all donations made by HBTSR 'grants'. A grant may be made to another charity, another organisation (not a charity), a family or an individual.

As a charity ourselves, we are only permitted to make a grant where the purpose of that grant falls clearly within the charitable purposes of HBTSR.

All grants should be given with no expectation of repayment.

Grant giving is not a primary purpose of HBTSR. Normally we will consider giving such grants only in the following circumstances:

- Where a specific and urgent need is identified, which the grant could help to meet, and where no obvious alternative source of funding is available.
- Where we currently have a surplus of funds beyond the present and anticipated needs of HBTSR and its usual and currently planned activities.

Grants to individuals and families

These will be made from the HBTSR Hardship Fund, for which we have a separate policy and a Hardship Fund Sub-Committee to administer them. They are clearly justifiable under our charitable objects (see below for full text) as being to "*relieve financial and social hardship and distress...*".

Individuals and families will only be considered for grants if they are either:

- *people seeking refuge/asylum and a place of sanctuary outside the borders of their own countries or who, having been in such a situation, require support to return or re-establish themselves in their own country;*
- *(exceptionally) individuals or families working with people seeking refuge/asylum who have incurred hardship or loss in the course of that work, or who have a particular need which, if met, would enable them to better fulfil that work.*

Deciding to make a grant

The remaining sections of this policy apply to all grants other than those made from the HBTSR's Hardship Fund, which will be governed by the separate Hardship Fund Policy.

The Charity Commission outlines the following steps that we should follow.

1. Know your charity's purposes
2. Systems to consider grant applications

3. Is the grant receiver a charity?
4. Risk assessment & due diligence
5. Limits on funding non-charities
6. Setting the terms and conditions
7. Monitoring spending of the grant

1. HBTSR's charitable purposes

Our Purposes or Charitable Objects, as registered with the Charity Commission are:

The charity's objects (the objects) are to advance education, relieve financial and social hardship and distress amongst people seeking refuge/asylum and a place of sanctuary outside the borders of their own countries and to educate the British public, service providers and policy makers about their plight, in particular but not exclusively by:

- a. *Promoting in Hay, Brecon and Talgarth and the surrounding areas the provision of places of respite and sanctuary by visits and/or longer stays for people seeking asylum or refuge and the enjoyment of the peace and recreational facilities of our communities;*
- b. *Encouraging and supporting local communities, service providers, voluntary and public bodies and faith organisations to participate in the provision of respite and sanctuary, and in general in welcoming and assisting people seeking asylum or refuge;*
- c. *Providing accurate and up-to-date information to the public, local community, public bodies and elected representatives about the situation of people seeking asylum or refuge and ways of alleviating their distress;*
- d. *Facilitating and celebrating the contribution of people seeking refuge or asylum to their local communities, and to UK society and culture and challenging hostility and discrimination against them;*
- e. *Inform, encourage and promote public policies which contribute to the provision of refuge and sanctuary and diminish the distress of people seeking asylum or refuge.*

2. Systems to consider grant applications

Since grant giving is not one of our primary activities, we do not need to establish practice for advertising the availability of grants and seeking tenders. Our grant giving is discretionary.

The proposal to make a grant usually comes from:

- A specific request by an organisation with which we work, or which shares our purposes;
- A suggestion from an officer or member of HBTSR;
- Our having funds surplus to the requirements of our own activities, usually after a successful fund-raising event or receipt of a large donation.

The proposal should be formally made. It should be submitted to the Trustees for approval, usually after discussion at a Group Meeting. The Trustees may approve and authorise the officers to make the grant. Or, they may reject the proposal or refer it back to the officers or Group Meeting for further work and discussion. The decision must in any case be reported to the next Group Meeting and recorded in the Minutes.

Recipients should be required to provide a report, in addition to the receipt, describing how the grant was spent and the outcome achieved.

Recipients should be required to notify any variation in the stated use of the grant, arising from changed circumstances. HBTSR's Trustees should consider these and decide whether to endorse the change or require repayment of part or all of the grant.

3. Is the grant receiver a charity? 5. Limits on funding non-charities

We are allowed to make a grant to another charity as a way of meeting our charitable purposes, provided that this is in our charity's best interests. We have to check that any money given is used as we expected it to be.

We can also make grants to organisations which are not charities, such as social enterprises, campaigning organisations, and organisations based outside the UK.

However extra care is required since such organisations don't have to deliver public benefit or comply with charitable purposes, and may be unfamiliar with charity law requirements. Any grant made must only be used to further or support HBTSR's purposes, and for no other purpose.

4. Risk assessment & due diligence

The Trustees, before approving a grant, should consider:

- Is the identity of the receiving organisation clear and does it have a postal address?
- If the organisation is not a charity, what is its structure? Does it have named officers, a council, membership, meetings, AGM, minutes?
- Is the receiving organisation capable of receiving, spending and accounting for expenditure of the grant (this is particularly important for any organisation based outside the UK)?
- Does the receiving organisation have a treasurer and publish accounts?

Once the grant is approved and paid:

The Treasurer will be responsible for obtaining receipts and any reporting required of the recipient and submitting these to the Trustees.

6. Setting the terms and conditions

HBTSR should draw up a standard grant agreement form which must be signed or agreed by e-mail by the recipient before any grant is made. This should include:

- The full text of HBTSR's Charitable Objects. The recipient is required to confirm that their use of the grant will be fully in accordance with these
- The amount and purpose of the grant
- The payment date or schedule (if more than one payment is to be made)
- The requirement to acknowledge receipt of the payment(s)
- Specific reporting requirements and dates. There should be at least one report, however brief, for each grant.
- Procedure to follow to request changes in planned expenditure to deal with changed circumstances.

7. Monitoring spending

The receiving organisation must provide a receipt for each payment received as part of a grant.

Monitoring will be set out in the grant agreement (see above). It will include at least one report.

Where possible and practicable, officers or Trustees of HBTSR may visit the recipient in order to observe at first-hand how the grant has been spent and the effects it has had.

Where the grant is for purchase of a specific item, it may be wise to require that a copy of the purchase receipt or e-mail be sent to HBTSR.

Recording

All decisions regarding grant giving must be recorded in the minutes of Trustee and Group Meetings.

The annual accounts of HBTSR should itemise any grants made and include notes summarising the purpose of each.