

**Croydon Relief in Need
Grant-making Policy 2021/2022**



1. Purpose

1.1 The purpose of this policy is to set out the principles, criteria and processes that govern how Croydon Relief in Need (CRiN) allocates its annual grant fund which is currently £200k each calendar year.

1.2 A grant is defined as a financial award CRiN makes from its funds to support charitable activities, usually to registered charities or charitable community groups, but sometimes to other bodies or to individuals.

2. Introduction

2.1 CRiN is a registered charity (number 810114) and the remit for the distribution of funds is that beneficiaries must be resident in Croydon and experiencing some form of hardship. CRiN shares a Trustee with Croydon Almshouse Charities (CAC) which employs a staff team led by the Chief Executive Officer who has delegated responsibility for day-to-day activities. The staff team includes a Community Development Officer (CDO) to deliver the administration of the grant fund.

2.2 The Directors of the Trustee ensure proper governance of CRiN's grant-making by:

2.2.1 All grant award decisions being made by the Charity's Directors.

2.2.2 Through published grant-making criteria which set out the activities the Directors wish to support in furtherance of the Charity's charitable objectives. The criteria also include activities which the Directors do not wish to support because they do not consider them to be in line with the Charity's purpose. The Directors accept that they will on some occasions make grants outside published criteria but that in all such cases the activity supported will be charitable in law.

3. Grant-making principles

3.1 The principles which underpin the Director's governance of the Charity's grant-making take into account the scale and range of its grants and strike a balance between proper oversight of decision-making, a responsive approach with applicants and an understanding of the needs of people in Croydon.

3.2 The principles are as follows:

3.2.1 The Directors have ultimate collective responsibility for all grant-making decisions in line with the Charity's charitable purposes;

3.2.2 Directors assign the consideration of applications to the CRiN Grants Committee, who in turn make recommendations to the Board for the approval of applications;

3.2.3 Directors reserve the right to apply conditions to any grant;

3.2.4 Directors reserve the right not to approve an application at their discretion.

4. Grant-making criteria

4.1 The Charity's criteria for making an application are:

4.1.1 Beneficiaries must be resident in Croydon*

4.1.2 Beneficiaries must be in need by reason of poverty or hardship, age, disability or other disadvantage.

4.1.3 Beneficiaries, who are organisations, agree to publicise the grant received from CRiN on their website and any other materials related to the grant; and that CRiN will be entitled to share information about the award as they see fit.

* Funding decisions will be made on the impact on Croydon residents, however, the Director's accept that funding may also benefit a minority of people from outside of the borough.

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- 4.1.4 While not excluding large UK-wide charities, the Charity normally only makes grants to such organisations where there are strong relationships in Croydon and the application has potential to achieve a substantial impact locally.
- 4.2 As a registered charity, the Charity can only make grants to support activity which is charitable in law, however, organisations do not have to be registered charities to apply. Directors are mindful of:
- 4.2.1 the importance of small, grassroots community groups;
- 4.2.2 the regulation and focus of Community Interest Companies (CICs) and other non-charity social enterprises. The Charity does not normally support CICs and other non-charity social enterprises with the costs of continuing services, which should be financed by the sale of goods and services in line with the governance model they have chosen.
- 4.3 Grant applications for support must be made using the Charity's application form which can be found on the Charity's website.
- 4.4 Grant requests which the Directors are keen to support, in the spirit of the Charity's founder are:
- Older people (60 year and older) who are experiencing hardship;
 - Young people (up to 25 years old) who are experiencing hardship;
 - People living in the more deprived areas of the borough.
- 4.5 Grant requests which the Directors will not normally support are:
- Arts or education unless they support individuals in hardship;
 - Activities which solely support animal welfare;
 - Contributions to general appeals or circulars;
 - Public bodies to carry out their statutory obligations;
 - Activities which have already taken place;
 - Grant-making by other organisations.
 - Non-charitable limited companies or limited partnerships.
- 4.6 To ensure the Charity's resources are used solely to further its charitable objectives, and it can report on the impact of grants, Directors normally expect that all grants will have 1-3 measurable objectives agreed at the beginning of the funding period as part of the grant offer.
- 4.7 There is no minimum grant award. The upper limit is £30k but applicants should be mindful of the Charity's annual budget, which is currently £200k per year, which it endeavours to spread across a number of groups, throughout the calendar year.
- 4.8 Applications are accepted from individuals, if submitted via an email from a third-party charity. There is no minimum award and the maximum award is £1000.
- 4.9 The Charity will generally grant funding for one year, although for larger grant awards in excess of £15k, the funds can be spread over 1, 2 or 3 years. The Directors reserve the right to vary this at their discretion.
- 4.10 The Charity will generally consider applications from the same organisation, for either the same or a different purpose, one year after the end of the most recent funding. The Directors reserve the right to vary this at their discretion.

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5. Grant-making processes

5.1 Directors aim for the Charity’s grant-making processes to be transparent and to address the needs of Croydon residents who are experiencing hardship. To this end, all applications go through a three-stage process as follows:

1. Consideration by the Community Development Officer who will submit suitable applications to the CRiN Grants Committee. This stage may include visits from the CDO and/or a Director;
2. The CRiN Grants Committee will decide which applications they wish to recommend to the Board;
3. Ratification of the recommendation by the Board.

5.2 In addition to responding to external grant applications, the Directors may at their discretion invite or commission proposals or provide funding in collaboration with others or by combining fund contributions, where doing so would meet the Charity’s priorities.

5.3 Unsuccessful applicants will receive feedback, if requested, from the CDO and be advised if the Directors will consider an application for the same or similar purpose at a future date.

6. Variations to this policy

6.1 The Board of Directors may vary the terms of this policy from time to time.

Approved	5 October 2021
Review annually	October 2022