

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 around £200k each calendar year (approximately £100k for each grant round).

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 inform and administer 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 however, 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 consider 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 Board have ultimate collective responsibility for all grant-making decisions in line with the Charity's charitable purposes.

3.2.2 The Board assign the consideration and decisions of applications to the Engaging Communities Committee, who in turn will notify the Board of their decisions.

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 another 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 in line with how the grant will impact Croydon residents, however, the Director's accept that funding may also benefit a minority of people from outside of the borough.

** Funding decisions will be made on the impact of beneficiaries who are in need, however, the Director's accept that funding may also benefit a minority of people who are not in need.

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, CAC 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*

4.2.3 organisations who are classed as exempt charities.

*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.

4.3.1 – Small Grant Application (Under 5k) - Organisations with an income of up to £125,000 in the previous financial year can apply.

4.3.2 – Large Grant Application (Over 5k) - All eligible organisations can apply and there is no minimum or maximum income threshold.

4.4 Grant applications will only be considered if they have been discussed with the CDO prior to submission.

4.5 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.

4.6 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.

4.7 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.

4.8 There is no minimum grant award. The upper limit is £30k but applicants should be mindful of the Charity's annual budget.

4.9 Applications are accepted from individuals, if submitted via an email from a third-party charitable organisation. There is no minimum award and the maximum is £1000.

4.10 If an application is successful the Charity will not normally award less money than is applied for. They will part or match fund where other funds have already been secured, or provisionally agree funding for a period of time if other funds are being pursued and are secured in due course.

4.11 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.

4.12 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.

4.13 Organisations who are considering, re-applying to CRiN (in line with 4.12), must ensure that all end of grant evaluation requirements have been met as if not this could disqualify them from applying.

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. Support by the CDO to ensure the application meets all the criteria. This stage may include visits from the CDO and/or a Director;
2. The CDO will assess each funding application in line with the CRiN Scoring Sheet. The scores will only be used to inform the process and will not determine who is funded (see appendix 1 for CRiN Scoring Sheet)
3. The Engaging Communities Committee will decide which applications they wish to grant funds to.

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 strategic objectives.

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	January 2024
Review annually	October 2024

Appendix 1 (Scoring Sheet)

Organisation		Committee Date
Assessor Name		

Has the application passed the eligibility criteria?	Yes
The organisation has discussed this application with the Community Development Officer prior to submission.	Yes

Question	Score
Does the project fit with the key principles of Croydon Relief in Need?	
Do you feel the project has demonstrated that it addresses a need in Croydon?	
Do you feel the project outputs and outcomes are achievable?	
Has the organisation demonstrated how they will measure the outcomes listed in the grant application?	
Is the budget realistic and does it represent value for money?	
Do you feel the plans to continue the project beyond the funded period are achievable?	
Total Score	
Comments	

Scoring Guidance

Definition	Score	Further info
Insufficient	0	The answer is incomplete or insufficient in detail to make a complete assessment.
Below Average	1	Attempts to answer the question, but not in enough detail or lacks key information.
Good	2	Generally, answers the question well and provides detail and evidence but perhaps lacking in some areas.
Very Good	3	Answers the question excellently, no information is missing and provides relevant supporting evidence.