North Carlisle Christian Ministry

Grant Making Policy

1. Charitable purpose and objective

1.1. The trustees apply the funds of North Carlisle Christian Ministry [the Charity] at their discretion and in accordance with the charitable purposes and objectives of the Charity.

2. Priorities for support

2.1. The amount of work or number of projects 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:

- The advancement of the Christian faith within local communities principally in the north Carlisle area and adjacent parts of the County of Cumbria.
- The relief of poverty within local communities particularly in north Carlisle and adjacent parts of the County of Cumbria.

2.2. The Trustees intend to give 10% of our income away either to evangelical ministry outside of, but with a connection to, our area, or to ministry support within our area.

2.3. The priorities for support will be reviewed by the trustees every three years and may be changed depending upon circumstances and the perceived effectiveness of the application of funds. Any change to these priorities must 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 requests from any individual, church or body, or any known situations that are eligible for consideration:

- From north Carlisle and adjacent parts of the County of Cumbria;
- From organizations and individuals alike.

3.2. In considering such requests, the trustees will ensure that:

- Grants towards training are for the purpose of enabling the recipient person or organization to be better equipped to benefit the wider Christian community and the community at large.
- Bodies receiving grants towards employment take full account of and apply appropriately the Charity's Employment Policy.

3.3. 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.

3.4. 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.

3.5. 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 organization. This includes, but is not limited to, local relief operations in Cumbria in the wake of natural disasters.

4. Applicant and partner due diligence

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

- The identity of the beneficiary;
- That funds are applied in accordance with the charity's charitable purpose;
- That funds are not knowingly used for:
  - ✴ Money laundering in accordance with the operative Money Laundering regulations;
  - ✴ Terrorist financing in accordance with the Terrorist Act 2000;
  - ✴ Bribery in accordance with the 2010 Bribery Act.

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 organizations.

4.3 The trustees will adopt a risk rated approach to due diligence. Risk factors will include; the size of the grant; the geographical location in 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 the likely level of due diligence undertaken will be.

Maximum sum per beneficiary		Proposed level of due diligence
Single Grant	Per annum	
Up to £500	Up to £250	Light Touch
Up to £5,000	Up to £2,500	Standard
Over £5,000	Over £2,500	Full

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 Safeguarding.

- Grants will not be made directly to individuals to undertake roles requiring significant contact with children or adults who are vulnerable.
- Grants to churches and other bodies which work with children and / or adults who are vulnerable will only be made if the trustees are satisfied that the body has an appropriate and implemented safeguarding policy.

4.7. 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.

5. Administration

5.1. For grants sizes requiring light touch due diligence, requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of the trustees without any form of request.

5.2. For larger grants, the trustees should be confident:

- Of the purpose of the proposed grant including an understanding of the work and the way in which the grant will be managed and applied;
- Of the person(s) responsible for the management of the grant and for overseeing the work;
- That all local applicable laws and working practices associated with the work are fully and properly applied.
- That suitable policies are in place where the applicant works with children or vulnerable adults.

  Use of the charity's standard application forms will be expected.

5.3. For grants sizes requiring full due diligence, in addition to the requirements set out in 5.2, trustees would expect a written report (on request) setting out the progress and achievements for the period covered and detailing any forthcoming changes to either the nature or the location of ongoing work.

5.4. With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer. The charity's normal payment authorization process will be applied to any payments.

5.5. 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.

5.6. 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.

6. 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.

6.3. The Trustees will use standard grant assessment form checklists for all applications requiring more than light touch due diligence but a record of all grants given will be kept.

7. Adoption of this policy

7.1. The trustees of North Carlisle Christian Ministry formally accepted this policy at the trustees' meeting held on 28th August 2024.

It will be reviewed in 3 years.