

GRANTS POLICY

Ownership. This Policy is owned by the Board of RMA-TRMC.

THE LAW/REGULATORY FRAMEWORK

1. Trustees must ensure that the Charity's money is safe, properly used and accounted for, and used only in accordance with the Charity's purposes and objects.

POLICY STATEMENT

2. Grants made by the Charity are made by the Trustees at their discretion and must be in accordance with the charitable purposes and objects of the Charity.

a. They must be made only where public funding and/or public provision is unavailable, or deemed by trustees to be insufficient.

b. 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.

c. 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.

d. 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.

e. The Trustees will carry out sufficient due diligence on any potential beneficiary to ensure:

(1) The identity of the beneficiary;

(2) That funds are applied in accordance with the charity's charitable purpose;

(3) 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) 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.

(5) For larger grants, Trustees must 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 safeguarding policies are in place in cases where the applicant works with children or vulnerable adults.
3. Trustees will consider bids for funding exceeding £20,000 and decide which fit the Charity's criteria, making grants where appropriate within the agreed funds budget limits for the current year, or exceptionally from reserves.
4. The CE and the Deputy CE hold delegated authority to make grants of up to £20,000 and 10,000 respectively within pre-set budgets agreed by Trustees; the Director of Welfare and Head of Grants RNRMC hold delegated authority to make grants of up to £5,000 from within approved pre-set budgets, with authority to seek to almonise (share) grants with funds from RNRMC and other agreed sources. Employment and Welfare staff (administering RM Benevolent Fund grants) each have a delegation of £2,500. Any extraordinary or urgent bids exceeding £10,000 falling outside these parameters may be considered by a quorum of at least three Trustees as and when they are received, out of committee.

PRINCIPLES

5. For very large grants, in addition to the requirements set out above, 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.
6. 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.
7. Trustees have indicated that they wish the General Purpose Fund to be used primarily for welfare and well being, to ensure that need arising from the Wounded, Injured and Sick is met first, followed by welfare grants which directly benefit serving individuals and their dependants or serving communities. The Service Day's Pay Giving Funds serve primarily as the source for amenity grants for which funds raised from the General Public would not be appropriate.

LEAD STAFF MEMBERS.

8. Chief Executive (Board level bids)
9. Deputy Chief Executive (Amenities grants)
10. Welfare Director (Benevolence grants)

TRAINING

11. Those staff involved in the Grant Making Process will be trained during induction or when changes in process occur

RECORD KEEPING

12. Grants are recorded as follows:

- a. Board level grants: in the records of board meetings
- b. Amenities grants: on the Blackbaud CRM held by RNRMC
- c. Benevolence grants: on the SSAFA Case Management System

REVIEW

13. This Policy is to be reviewed biennially or soon should the law, or Charity Commission/ Companies House/Fundraising Regulator/Information Commissioner guidance change.

Signed

Dated

10 February 2022

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