



Registered address: Church Annexe, Dereham Baptist Church,  
Norwich Street, Dereham, NR19 1BX. Registered charity number: 1142632

# Grant-Making Policy (2025)

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Signed	Keith Mersh

## **Love Dereham Ltd**

### **Grant making policy**

#### **1. Charitable purpose and objective**

- 1.1** The Trustees and the Coordinator apply the funds of Love Dereham Ltd at their discretion and in accordance with the Charitable 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 relief of poverty, loneliness or isolation within Dereham and surrounding areas;
  - The advancement of the Christian faith within Dereham and surrounding area.
- 2.2** The priorities for support will be reviewed by the Trustees as appropriate 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 Coordinator will, if required, with the support of the Line Manager and Trustees, apply the following principles:

- 3.1** The Coordinator will consider any requests or known situations that are eligible for consideration:
- Within the Dereham area and surrounding areas according to the discretion of The Coordinator;
- 3.2** 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.
- 3.3** The Coordinator will use appropriate due diligence to ensure that the request or situation meets both the charitable purposes, and the priorities for support set out in this policy.
- 3.4** The Trustees are content for The Coordinator to work in partnership with other grant-making bodies where funding of an entire project is beyond the scope of Love Dereham Ltd, provided it meets the criteria of Love Dereham Ltd's mission statement.

#### **4. Applicant and partner due diligence**

- 4.1** The Coordinator will use appropriate 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 Coordinator may choose to extend any due diligence beyond the proposed beneficiary and to include other partner supporting organisations.

**4.3** The Coordinator will adopt a risk rated approach to due diligence. Risk factors will include; the size of the grant; the nature of the relationship between the charity and the applicant.

**4.4** Where the proposed beneficiary is well known to the Trustees or Coordinator and the relationship has been long standing and well established the amount of due diligence undertaken will be reduced.

**4.5** 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 no longer than three years.

## **5. Administration**

**5.1** For grants sizes up to £500, requests may be made informally. Where specific needs or situations are known, grants may be made at the discretion of The Coordinator without Trustees approval.

**5.2** For grant sizes in excess of £500, The Coordinator and either the Chair of Trustees, or Secretary (either of whom may decide to refer the request for wider Trustee approval) 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 in cases where the applicant works with children or vulnerable adults.

**5.3** With the agreement of the charity and the beneficiary, grants will be provided by means of an electronic banking transfer or a cheque. The charity's normal payment authorisation process will be applied to any payments.

**5.4** 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.

- 5.5** 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 Coordinator, on grants up to £500, on whether to award a grant is final.
- 6.2** Decisions on grants larger than £500 will be by two or more Trustees / quorum?
- 6.3** The Co-ordinator or Trustees are not obliged to provide an explanation to applicants in the event that their application is not successful.