

CIRCULATION	
INTERNAL	<input type="checkbox"/>
EXTERNAL	<input type="checkbox"/>



Charitable Grant Policy

October 2020

Important

Policies and procedures must be coordinated through the Business Development Team for compliance, auditing and control purposes. A Policy Registration Form must be completed before any revisions are made by contacting the Business Development Team at NH.Policy@networkhg.org.uk

Document status (Version/Draft/Final)	Final v0.3
Document reference	

Document name: Charitable Grant Policy	Status: Final	Page 1 of 5
Issue Date: December 2019	Review Date:	Revision Date:

Reason for review		
Approved by (Officer)	Network Homes Board	
Approved date		
Effective from (Date)		
Policy author	Head of Resident Engagement and Customer Insight	
Policy owner	Head of Resident Engagement and Customer Insight	
Accountable officer		
Date of next review		
Consultation: internal	Executive Leadership Team	
Consultation: residents	London & Hertford Resident Panels; residents who attended “How do we give back to your local community?” virtual event	
Equality Impact Assessment (EIA)	Date completed	
	Initial/ Full EIA	

Version Control – Change Record

Date	Author	Version	Reason for change

Contents	Page
1. Introduction	4
2. Charitable Grant Funds	4
3. Roles and responsibilities	4
4. Uses of Funds	5
5. Legislation	6
6. Publication	6
7. Equality and Diversity	6
8. Review	6

Document name: Charitable grant policy	Status:	Page 3 of 5
Issue Date: December 2019	Review Date:	Revision Date:

1. Introduction

- 1.1 Network is a community benefit society with charitable legal status. Network operates for the benefit of the community. It provides and manages housing and social housing, provides assistance to help house people or services for poor people, or for the relief of the aged, disabled or chronically sick. This Charitable Grant policy has been developed to ensure compliance with Network's constitution and obligations under applicable legislation and promote Network in achieving its charitable objects.
- 1.2 This Charitable Grant provides a means by which Network can offer financial or other assistance to Network residents or those who otherwise should benefit under the charitable objects. This assistance is not intended nor should it be used to replace statutory services or insurance arrangements that would otherwise be available.
- 1.3 The Charitable Grant can also be accessed to support beneficiaries to undertake a community event/activity/improvement project.

2. Charitable Grant Funds

- 2.1 Funds raised for the Charitable Grant will be held by Network for the sole use of the Charitable Grant. These funds are raised on the clear understanding that they will be used in accordance with the Charitable Grant purposes and so are held on trust for such activities. Funds set aside by the Network Homes Board for the Charitable Grant will be kept available for the grant during any financial year. At the end of that financial year, should the full amount budgeted not be utilised, the Executive Leadership Team will consider whether such funds should be accrued for the Charitable Grant according to the proposed use and activities of the grant for the subsequent year.
- 2.2 This policy should be read in conjunction with the Charitable Grant Procedure which sets out the means by which applications to the Charitable Grant will be considered and funds awarded.
- 2.3 Funds may be sourced by the Network Homes Board from profit generated in any financial period set aside for Charitable Grant purposes. Funds can also be raised through fundraising activities undertaken by Network and its staff.
- 2.4 Each October prior to a new financial year a plan will be established to seek to identify means by which funds will be generated for the Charitable Grant Fund. Each financial year, the expectation will be that all funds put aside for the Charitable Grant will be awarded to those in need, applying to the Charitable Grant or otherwise identified as appropriate beneficiaries of the Charitable Grant.
- 2.5 The Charitable Fund will also act as a vehicle for the administering of other funds intended to serve similar purposes (as per section 4 – Uses of Funds). Where this is the case, it will be ensured that any restrictions with regards to access and uses of allocated funds will be

Document name: Charitable grant policy	Status:	Page 4 of 5
Issue Date: December 2019	Review Date:	Revision Date:

honoured (e.g. where funds may be restricted to a defined group of residents, geographical areas or types of support, etc).

3. Roles and Responsibilities

3.1 The Network Homes Executive Leadership Team is responsible for approving this policy and overseeing compliance with Networks charitable objectives as they apply to this policy while maintaining reporting to the Network Homes Board on the provisions of this fund and its use. The Network Homes Board is responsible for ensuring appropriate governance and controls are in place to achieve compliance with this policy.

3.2 The Executive Leadership Team has delegated authority for operational matters within the financial delegations as set out in the governance policies and procedures within Network Homes, this being a grant within such delegations. The Executive Leadership Team is responsible for:

3.2.1 Reviewing and approving the annual plan to establish the means by which the fund will be raised/set aside each financial year.

3.2.2 Reviewing and monitoring the use of the Charitable Grant during the year, carrying out an annual review of all approvals so as to inform the planning for the forthcoming Charitable Grant year.

3.2.3 Ensuring the policy is kept up to date and implemented across the business, making any necessary changes as is deemed appropriate to meet the purpose set out and ensuring that day to day activities are conducted to meet the policy requirements.

3.3 The Network Cares Project Team are responsible for:

3.3.1 Reviewing and determining the allocation of the Charitable Grant, approving any applications made in accordance with the Charitable Grant procedure. This includes the allocation of funding to approved Community projects.

3.4 This policy applies to all staff and Board members. This policy should be read alongside Network's Whistleblowing, Anti-Fraud and Anti-Bribery Policies, Code of Conduct and related procedures.

4. Uses of Funds

4.1 A prospective beneficiary must meet the "Charitable Test" (outlined in the accompanying procedure), namely that the benefit to be awarded through or as a result of the Charitable Grant:

4.1.1 is not available to them through any statutory service or other means available;
and

4.1.2 will promote or protect the housing needs of the resident or their community; **or**

4.1.3 will promote the relief of the aged, disabled or chronically sick.

Document name: Charitable grant policy	Status:	Page 5 of 5
Issue Date: December 2019	Review Date:	Revision Date:

The primary purpose of the charitable funds is to benefit Network’s residents directly, meaning that in most cases 100% of the value of the requested grant will be transferred to residents/ communities.

- 4.2 Charitable Grants should be used for “one off” purposes, providing support to residents, where assistance would not otherwise be available; or in case of emergencies as a form of temporary relief. All other avenues must be explored before requesting to access funds, including any support available through government agencies and/or local services.
- 4.3 It is expected that in the majority of cases the funds will be used to assist residents in times of hardship. In other words, the grant will be prioritised to address a change in circumstances which would otherwise continue to cause further negative impact, e.g. a fridge breaks down in a family home and they cannot afford a replacement. But it can also be used to improve livelihoods if the grant is likely to lead to long-lasting positive impact, e.g. purchasing clothing or covering traveling expenses to enable a resident to go to a job interview. The percentage of the fund allocated to provide this support will be 70%.
- 4.4 The percentage of the fund allocated to provide support for community events/activities/improvement projects will be 30%.

5. Legislation

- 5.1 Network Homes is an exempt charity, which means that it is not registered with the Charity Commission. However, the association is still a charity, and the basic principles set out in the Charity Commission guidance apply to it. Those principles will therefore be applied in making all decisions relating to the Charitable Grant. Network Homes’ Board members are deemed by law to be in a position akin to charity trustees. The Board acknowledges it has duties of care in this regard.
- 5.2 The Charity Commission guidance is helpful to the extent that it represents general principles of charity law. This policy will be kept under regular review to enable it to reflect any changes in that guidance.

6. Publication

- 6.1 This policy seeks to support Networks charitable objects and is therefore intended to be read and shared as a public document, for residents to review and have access to.

7. Equality and Diversity

- 7.1 Network Homes will apply this policy consistently and fairly and will not discriminate against anyone based on any relevant characteristics, including those set out in the Equality Act 2010.

8. Review

Document name: Charitable grant policy	Status:	Page 6 of 5
Issue Date: December 2019	Review Date:	Revision Date:

8.1 The policy and procedure will be reviewed every 3 years as a minimum, or sooner if there is a specific legislative, regulatory or service requirement or change in guidance, law or practice.

Document name: Charitable grant policy	Status:	Page 7 of 5
Issue Date: December 2019	Review Date:	Revision Date: