



GRANT MAKING POLICY

1. Introduction

- 1.1 The grant-making policy has been adopted by the trustees of Bright Red (**Charity**).
- 1.2 The purpose of this grant making policy is to:
 - 1.2.1 outline principles of grant-making adhered to by the Charity;
 - 1.2.2 articulate the Charity's principles and criteria for making grants;
 - 1.2.3 ensure that the trustees are discharging their duty to further the object of the Charity and safeguard its assets; and
 - 1.2.4 provide a standard of grant-making practice for the Charity.

2. Charitable Objects

- 2.1 The Charity's objects, as set out in Article 3 of its articles of association, are:

The Charity's objects are for the benefit of the public generally, more specifically in the north of England, to fund and support:

 - 2.1.1 research on the causes, occurrences and treatments of blood cancers;
 - 2.1.2 facilities and services for blood cancer patients, their families and carers;
 - 2.1.3 the education and training of healthcare professionals dedicated to caring for patients with blood cancers; and
 - 2.1.4 any other projects or initiatives which, from time to time, the Trustees may decide.'
- 2.2 The Charity seeks to further those objects in several ways, including making grants to strengthen and enrich communities where the Charity operates.
- 2.3 In order to get best value for money from the limited amount of funds it has available for making grants, and to ensure that the Charity's trustees remain responsible and accountable for the Charity's actions, the following arrangements have been agreed.

3. Grant Making Principles

- 3.1 The Charity aims to develop a grant-making programme which is guided by the following principles:
 - 3.1.1 informed by local information;
 - 3.1.2 targeted to meet community needs, priorities and aspirations;
 - 3.1.3 focused to achieve maximum efficiency and effectiveness;
 - 3.1.4 enhancing community and voluntary activity;
 - 3.1.5 encouraging best practice among community and voluntary groups;
 - 3.1.6 implemented, monitored and evaluated to ensure optimum achievement and lessons for the future.
- 3.2 In awarding grants, the Charity aims to be pro-active, fair, efficient and professional. The grant-making criteria are clear and consistent, but will also remain flexible in order to ensure that donors' wishes can be incorporated and that changing needs in our communities are addressed.



4. **Grant Making Criteria**

4.1 The Charity may make grants to support individuals charities or charitable projects within the following themes or areas:

4.1.1 education and training;

4.1.2 blood cancer research (focused on adults)

4.1.3 improving patient care experience/environment

4.1.4 financial support for blood cancer patients suffering from extreme financial hardship, compounded by their disease or

4.1.5 in exceptional circumstances any other charitable purposes;

but subject always to paragraph 5 below.

5. **Exclusions**

5.1 Grants are usually made to organisations, rather than individuals, whose activities fall within and are consistent with the Charity's own objects. In the case of training awards or scholarships, for example, grants can be made to individuals provided that their applications are supported by educational institutions.

5.2 The Charity will **not** support the following:

5.2.1 Organisations established solely for the relief or benefit of animals or plants;

5.2.2 Political promotion including political party activity;

5.2.3 The support or promotion of a religious doctrine; mission; proselytism or promotion of the beliefs of a particular faith beyond basic religious/cultural awareness raising);

5.2.4 Statutory or other governmental agencies in the discharge of their statutory duties;

5.2.5 Retrospective or deficit funding;

5.2.6 Any project or organisation which contravenes the Equality Act 2010;

5.2.7 Organisations that cannot demonstrate public benefit as defined by the Charity Commission;

5.2.8 Organisations requesting funding towards reserves or which have significant financial reserves, except in exceptional circumstances; or

5.2.9 Any project or organisation which conflicts with the objects or values of the Charity or which may damage the reputation or business of the Charity.

6. **Publicity**

6.1 Details of the grant making programme will be publicised on the Charity's website.

6.2 Research, educational and care grant applications can be made twice a year and will be reviewed at dedicated Trustee meetings. Lee Robson Patient Care Grants are not widely publicised and are instead managed through social workers and nursing teams at the relevant hospitals.



7. Grants Committee

- 7.1 The trustees of the Charity may, in accordance with its articles of association, delegate to a committee the power to recommend that the Charity may specific grants.
- 7.2 The committee shall comprise at least three members of whom a majority shall be trustees and may include, for example, specialists in managing grant programmes, representatives from the local community or others whom the trustees believe will enhance the scrutiny of grant recommendations.
- 7.3 Any recommendation by the committee shall be subject to the approval of the trustees.

8. Consideration

- 8.1 The Charity is aware that fraud and mismanagement can take place in all stages of grant funding. trustees will always request a copy of a potential recipient's current governing document and its latest annual report and accounts as well as any safeguarding policy, where applicable. The exception to this would be when the Charity agrees to provide funding to either an NHS Trust or a University. The trustees will also look for the following potential indicators:
- 8.1.1 applicant unknown to local umbrella organisations or other local groups;
 - 8.1.2 very new groups;
 - 8.1.3 very few trustees, directors or committee members or familial relationships;
 - 8.1.4 applicant only having a mobile phone number and/or PO Box address;
 - 8.1.5 discrepancies between financial information provided to the Charity and that in the accounts or on the Charity Commission's website;
 - 8.1.6 failure to file annual accounts or reports on time.
- 8.2 Such indicators may lead the Charity to carry out more rigorous investigation of a particular potential recipient.
- 8.3 The Charity will judge each case for a grant on its merits and in accordance with the principles and criteria set out at paragraphs 3 and 4 above. It will assess the details of the project or initiative, including timescales for implementation and the means of obtaining value for money. It will consider whether the is capable of undertaking the project and has a satisfactory financial position.
- 8.4 Lee Robson Patient Care Grants will only be given to individuals who meet our Lee Robson Patient Care Grant Criteria.
- 8.5 All grants must be able to demonstrate their charitable purpose and public benefit in order to be considered. The Charities Act 2011 defines a charitable purpose as one which falls within the list of thirteen "descriptions of purposes" set out in section 3(1) and is for "the public benefit". The Charity Commission has published guidance on its interpretation of the law in 'Charitable Purposes and Public Benefit' available at <http://www.charitycommission.gov.uk/detailed-guidance/charitable-purposes-and-public-benefit/>.
- 8.6 Any grant offered may be conditional on the availability of funding from other sources.
- 8.7 The trustees' decision shall be recorded in the minutes.

9. Awards



- 9.1 Once a grant is approved, the Charity will notify the relevant party. This letter will be accompanied by the grant agreement setting out various conditions of grant including the specification and/or management of the project, monitoring and reporting requirements, promotional activities, future use and so on.
- 9.2 To accept a research/educational/care grant award, the recipient will first have to sign the grant agreement and return it to the Charity. The grant may be released by the Charity once the signed grant agreement has been received. Lee Robson Patient Care Grant recipients are not required to sign a grant agreement.
10. **Monitoring and Reporting**
 - 10.1 The Charity will monitor any narrative and financial reports provided by a grant recipient to ensure that the grant is being appropriately spent.
 - 10.2 Forms and evidence of expenditure (e.g. copies of receipts and invoices) must be received by the Charity promptly and in accordance with the grant agreement. If not, the Charity will contact the recipient requesting further information.
 - 10.3 In the event that the Charity considers a recipient has breached the grant agreement, the Charity reserves the right to request the return of the total grant awarded. No future funding will be provided to any recipients in breach for a minimum of two years, and then only if the organisation is able to provide evidence of action taken to prevent fraud and strengthen management capacity, including support sought from the local CVS or relevant umbrella organisation.
11. **Future Policy**
 - 11.1 This policy, approved by the trustees of the Charity on [18 September 2017], will be reviewed annually to ensure that it continues to meet the objects of the Charity.