



# PPN Grant-Making Policy

## 1.1. Introduction

The purpose of this grant making policy is to:

- Set out the principles, criteria and processes that govern how Prayer Power Network (PPN) make grants.
- A grant from PPN is defined as a financial award that PPN makes from its funds to support individuals or families but sometimes to other charitable organisation.
- Articulate those principles criteria and processes for grant making to potential grant applicants.
- Provide a high standard of grant making practice for PPN as a Ministry.

## 1.2. Our Objects are:

- The advancement of the Christian faith for the benefit of the community in Bedfordshire county and in other parts of the United Kingdom and the world, and the advancement of education and the relief of poverty and sickness.
- Other charitable purposes beneficial in the United Kingdom and other parts of the world that are in the best interest of our purposes.

## 2. Governance of Grant-making

The Trustees ensure proper governance of PPN's grant-making in three ways:

- Grant-Making Principles ensuring that even when there is donor or funding partner involvement, decisions are ultimately made by the PPN's Trustees. These, principles clarify that funds given are PPN asset with a degree of restriction on their use, and that, where they are involved, donors are recommending grants, not awarding them.
- Grant-Making Criteria which sets out the activities the trustees wish to support in furtherance of PPN's charitable objectives. The criteria also include activities which the trustees do not wish to support as they are not in the best interest of our purpose. The trustees accept that they will on some occasions make grants outside the published criteria but that in all such instances the activity supported will be for charitable purposes in law.

- Grant-Making Processes which sets out how decision are reached for awarding grants from the funds available at PPN.

### **3. Grant-making Principles**

- 3.1. The principles which underpin the trustees' governance of the PPN grantmaking consider the scale and range of its grants and strike a balance between direct involvement in decisions and efficient, responsive customer service for applicants and donors.

The principles are as follows:

- The Board of trustees have ultimate responsibility for all grant-making decisions in accordance with the PPN's charitable objectives and any restrictions agreed with donors or funding partners.
- The trustees may delegate certain decision-making responsibilities to its sub-committees, panel members, Board members or staff within its framework of delegation. Such delegated decisions are subject to review from time to time.
- The trustees reserve the right not to approve any recommendation or nomination if they (or those acting with their delegated authority) determine that the resulting grant would not be charitable, or would conflict with PPN's stated policies or detrimental to its reputation. Also, the trustees reserve the right to apply conditions to any grant.

### **4. Grant-making Criteria**

- 4.1. The aim of the grant-making criteria is to provide clear information from Trustees to those individuals and groups who wish to apply for grants.
- 4.2. The trustees wish to make grants to a wide range of persons or groups and are particularly keen to prioritise support for activities advancing the Christian faith, honorarium, bereavement support-close relatives, financial hardship- depending on the circumstances, and alike, within and outside the United Kingdom. PPN may make grants to other charitable organisations where there are strong relationships/partnerships in the primary area of benefit and the proposal has potential to achieve a substantial impact because of the grant, and it does not duplicate service provision already delivered in the area.
- 4.3. All applications must be able to demonstrate their Public Benefit as defined by the Charity Commission.
- 4.4. As an independent [*registered*] charity, PPN can only make grants to support activities which are charitable in law.
- 4.5. Trustees expect that grants will normally support one or more of the following outcomes:
- The advancement of the Christian faith within local communities and across the world.
  - The relief of poverty within local communities and among the world's deprived and those in need, with particular focus on PPN members/followers and specific

geographic areas, the UK, Nigeria, Ghana, and South Africa, except from other funds on the basis of donor nominations to support other groups. Nonetheless, we welcome applications from other non-PPN members and geographical areas in need of financial support.

- Support of education and sport activities in communities within Bedfordshire and beyond.

4.6. Grant requests which the Trustees will not normally support are

- Political activity which is not for wider public benefit
- Public bodies to carry out their statutory obligations
- Activities which have already taken place
- Organisations or an activity that cannot demonstrate public benefit as defined by the Charity Commission
- Private business for profit

4.7. To ensure PPN's resources are used solely to further its charitable objectives, and it can report on the impact of grants, trustees normally expect that all grants will have one to three measurable objectives agreed at the beginning of the funding period as part of the grant offer.

4.8. Applications for repeat/continuation funding for persons or activities are generally not encouraged.

4.9. All applications including the ones not mentioned above will be considered on its own merits as determined by the trustees. Any change to these priorities must still fulfil the charitable purpose and objectives of the charity.

4.10. All applications for support must use the PPN online Grant Application form and submitted to [welfare@prayerpowernetwork.org.uk](mailto:welfare@prayerpowernetwork.org.uk). Otherwise will not be accepted.

## 5. Grant-making Process

5.1. Trustees aim for the PPN's grant-making processes to be transparent and to address the interests and wishes of both applicants and donors. To this end, all applications go through a four-stage process as follows:

- **Allocation** to available funds according to their availability and criteria. Requests that cannot be allocated to live funds are rejected.
- **Assessment** to determine whether the request should be shortlisted for support. Requests not shortlisted are rejected, unless a donor/partner wishes to review them.
- **Review** of the assessment and recommendation by a fund advisor, panel, the Board, or by a person acting with the delegated authority of the Board. Grants not recommended are rejected, unless allocated to another fund.
- **Ratification** of the recommendation by the Board or a person/committee acting with its delegated authority.

- 5.2. The process for donor-nominated grants is:
- A fund advisor nominates a grant to a UK-registered charity, or a similarly regulated organisation for charitable purposes, or to an individual in need.
  - For organisations, due diligence on governance and finance is conducted by staff to confirm the nomination can be supported.
  - The nomination is ratified by the Board or the person/committee acting with its delegated authority.
- 5.3. In addition to responding to external grant requests and donor nominations, the trustees may at their discretion invite or commission proposals or provide funding in collaboration with other funders where doing so would meet PPN's strategic objectives.
- 5.4. Details of available funds are not advertised, but we encourage persons or groups to apply, and the trustees will advise the applicants on the funds that are available for support if successful, except where specific funds are advertised to support charitable activities or persons.

## **6. Prevention and Detection of Fraud**

- 6.1. PPN takes fraud very seriously and are committed to mitigating the risk of fraud at every opportunity.
- 6.2. PPN will look for the following indicators in all grant applications – very new group, very few or related management committee members, discrepancies in financial information provided, only one cheque signatory, failure to comply with statutory charity commission requirements, relationships between trustees/committee members/cheque signatories.
- 6.3. The following are examples of grant fraud, not limited to:
- False Applications – impersonating an individual or inventing an organisation, providing false information in the application or an individual within a group or organisation making an application for personal gain
  - False Claims – activity not being carried out, activity carried out at a substantially lower cost, false or altered documents
  - Double Funding – non-disclosure of funding provided by other funders for the same support sought for, false accounting of shared costs, non-disclosure of own funding,
  - Misappropriation of payments – interception of cheques, alteration of cheques, creating a false bank account
  - Grant not used for purpose given – funds used for a different activity, additional unauthorised items purchased with the grant, non-return of excess grant, funds used for personal benefit.
  - Non-compliance with conditions of grant – selling off funded assets, providing false monitoring, non-disclosure of changes that would result in grant being reduced/suspended.

6.4. Should PPN consider that a grant has been used fraudulently, they have a discretion to seek to recover the full grant and any associated costs. They will also inform the relevant regulatory authorities which may include the police and legal action will be considered.

## 7. Variations to this policy

This policy is a working document and as such is used to guide and clarify grant-making of the Prayer Power Network. The Board of trustees may vary the terms of this policy from time to time to ensure that it continues to meet the needs of PPN and of the communities in Bedfordshire and elsewhere as well as any changes in regulation or legislation.

*Version 1.1 approved by the Board of Trustees November 2020*

For further information please contact:

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