

<b>SLOUGH BAPTIST CHURCH POLICY</b>	<b>Grant-Making Policy</b>
<b>POLICY NUMBER: SBCP-30</b>	



Primary Responsibility:	Chair of Mission Links Team	
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## DISTRIBUTION

Original	Slough Baptist Church Office
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### 1. Introduction

Slough Baptist Church aims to be an outward-looking church: *We look beyond our own congregation to the needs of our local community, our nation, and our world. We partner with other churches and organisations for the glory of God in Britain and around the world.*

As part of this, we give a fixed proportion of our General Fund income by tithe to projects outside the fellowship. The amount is agreed at the Annual General Meeting. For many years, the proportion has been 20%. In addition to this, we encourage people in our fellowship to give to various charitable causes both directly and via our grant-making funds.

The church makes several types of grants:

- Persons in Need (PIN) gifts
- Cause for the Month (CFM) donations
- Mission Links giving

This policy document describes the general principles applying to all the grants, followed by the individual governance for each type. The policy aims to enable prompt response to outside needs whilst maintaining accountability to the Trustees and the Church.

### 2. Principles

As Slough Baptist Church we will give money away in accordance with these principles:

1. Grants must be in line with the purpose statement of the church. This is, *“As Slough Baptist Church we aim to give glory to God by offering a Welcome to the whole world, by Witnessing to the whole world and by bringing Worship from the whole world.”* All grants are to aid in the advancement of the Christian faith, either directly (e.g. grants to missionary societies), or indirectly (e.g. grants given in the name of the church for the improvement of the spiritual, physical, emotional or educational welfare of those in need).
2. Grants may be to individuals or organisations.

3. Grants can be made locally, nationally and internationally.
4. Grants may be financed by individual donations directed to the specific fund for such grants, namely the Mission fund, the PIN fund or a Cause for the Month fund.
5. Grants may also be financed from donations given to Slough Baptist Church without restriction. The Annual General Meeting for Members authorises an annual budget for transfers into the PIN fund and the Mission fund.
6. A report of grant expenditure is given at each quarterly Church Members' Meeting and in the Annual Report and Accounts.
7. The church does not operate a process where outside parties apply for grants.

### **3. Responsibilities**

Grants are decided by individuals or committees appointed as described in this policy document and overseen by the Trustees. The Trustees retain responsibility for grant making.

The appointed coordinator or committee is responsible for due diligence on any potential beneficiary to confirm:

- The identity of the beneficiary;
- Grants are made with restrictions that limit that grant's use by the recipient to the church's objectives, and any conditions specified
- That the receiving organisation has an appropriate Safeguarding policy;
- That funds are not knowingly used for:
  - Money laundering;
  - Terrorist financing;
  - Bribery.

### **4. Persons in Need (PIN)**

The purpose of PIN grants is to provide assistance to individuals linked to the fellowship. These grants are administered confidentially by the Pastor, the Pastoral Coordinator and the Elders. PIN grants are limited to a maximum of £1,000 for any one person in any one year. The church will maintain a confidential trail, accessible to potential auditors, to record recipient and cause of the need. Recipients of PIN grants should sign a receipt for the funds granted to them.

### **5. Cause for the Month (CFM)**

The purpose of CFM grants is to support a project or respond to a short-term need.

Suggestions for CFM grants can be made by any church member to the CFM grant coordinator and can include projects within the church. The CFM coordinator will investigate and complete the due diligence and then bring the candidate causes to the quarterly Members' Meeting. At the meeting, members vote for the candidate causes and the three causes gaining the highest votes become the "Causes for the Month" for the subsequent quarter. However, during the year up to two special appeals may be held for a particular church fund or project in place of a Cause for the Month. Although there may be a target, the amount actually given in a CFM grant will depend on the donations received for that cause.

### **6. Objectives of the Mission Links Team**

The church has an aim as part of its wider mission within the world to proclaim the Gospel of Jesus locally, nationally and internationally. As part of this aim the church has a Mission Links Team that:

1. Identifies and recommends missions for the church to support that come within the purpose statement of the church.
2. Encourages the Church to support these missions both financially and spiritually.
3. Recommends to the Church Members which of these missions will be supported financially annually.
4. Gives ad-hoc donations to those identified for annual financial support and to others that further the church's aims.

## **7. Composition of the Mission Links Team**

The Mission Links Team will contain between four and eight people, comprised as follows:

1. The Chair of the Mission Links Team will be a Church Member and at least one member of the team will be a Trustee of the Church.
2. Being a Member of the Church is not a prerequisite for being able to serve on the Mission Links Team, but the majority will be Church Members.
3. Members of the Mission Links Team would be expected to serve on the team for at least one year.
4. New members of the Mission Links Team will be agreed by the Chair and current members.
5. Decisions of the Mission Links Team must be agreed by a quorum of at least 50% of the team.
6. Appropriate declarations of interest will be sought prior to each meeting. Where there is a conflict of interest, the member will exclude themselves from voting

## **8. Regular Mission Giving**

The Mission Links Team will:

1. Identify and agree causes / organisations for regular giving.
2. Allocate the amount of regular giving to the causes / organisations.
3. Submit these recommendations to the Church membership for agreement
4. Keep the membership informed regarding the effective use of the grants by the recipients in accordance with the Church's objectives. It is not enough to simply say we are giving money to an individual we are supporting.
5. Produce an annual report on use of Mission Grants by each recipient organisation, for review by the Trustees.

## **9. Ad-hoc Mission Giving**

The Mission Links Team is provided with financial delegated authority by the Members for ad-hoc giving within the following limits:

1. If the Mission Links Team wish to give a sum up to £1500 to a cause / organisation, no further authorisation is needed as long as the Church Trustee on the Mission Links Team agrees.
2. If one or more Church Trustees on the Mission Links Team does not agree to a sum of £1500 or less to be given, but the majority of the Mission Links Team do, then the request will be referred to the next Church Trustees' meeting for agreement.
3. If the Mission Links Team wish to give a sum greater than £1500, they will refer the request to the Church Trustees for agreement.
4. If the Church Trustees do not agree to a Mission Links Team request that has been referred to them, then the Mission Links Team can go to the next Church Members' Meeting and ask the Members to consider and vote on the request.
5. Any member of the Mission Links team should raise any concerns regarding the inappropriate use of grants with in the first instance the remainder of the Mission Links team, and then the Church Trustees.

## **10. Reporting**

The Trustee on the Mission Links Team will report to the Trustees' Meeting on request:

1. The status of the regular grants.
2. The status of any ad-hoc grants, detailing each cause / organisation and amount.
3. The use being made of the grants by the recipients.
4. Any Mission Links Team membership changes.

This update on mission giving will be reported at the next Church Members' Meeting after the Trustees' Meeting where it has been discussed.

## **11. Restricted Income for Specified Organisations**

Slough Baptist Church will not encourage restricted income to specified organisations. Restricted income for Specified Organisations will only be accepted by Slough Baptist Church if the donor provides their name and address and accepts that the gift may be returned.

The income will be returned to the donor in those cases where Slough Baptist Church has not already performed the due diligence required in section 3 nor has Slough Baptist Church announced an intention to make a grant to that organisation.

## **12. For Information: The Importance of Getting this Right**

<https://www.charitytaxgroup.org.uk/commentary/making-grants-overseas-refresher-hmrc-rules-charities/>