Darwen Asylum Refugee Enterprise

Grant-Making Policy

1. Purpose

The purpose of this policy is to establish clear and consistent guidelines for the grant-making activities of DARE, ensuring that funds are distributed fairly, transparently, and effectively to support asylum seekers and refugees.

2. Scope

This policy applies to all grant-making activities undertaken by DARE, including grants to individuals, community groups, and partner organisations that align with our mission to support asylum seekers and refugees.

3. Eligibility Criteria

Grants will be awarded to individuals and organisations that meet the following criteria:

- Individuals: Asylum seekers or refugees who demonstrate a need for financial support related to integration into the UK, for example, but not limited to, clothes, food, bikes, furniture, white goods, travel (bus fees) and access to services.

- Organisations: Non-profit organisations, community groups, and other entities that work collaboratively with DARE to provide direct support to asylum seekers and refugees or advocate for their rights.

4. Grant Types

DARE may receive a variety of grant such as:

- Emergency Assistance Grants e.g. food, shelter, healthcare expenses, and legal aid.

- Education and Training Grants e.g. tuition fees, school supplies, vocational training, and language courses.

- Community Integration Grants e.g. for community projects, advocacy programs, and capacity-building initiatives.

- Core Cost Grants e.g. staff salaries, rent, additional costs of running services.

5. Application Process

- Submission: the Chair and Vice Chair is responsible for submitting grant and funding applications, occasionally with external support e.g. a fundraiser. Applications are submitted

6. Review and Selection

Individuals will be selected based on need, impact, feasibility, alignment with our mission, and sustainability. For example, families with school-aged children would receive support for uniforms, if this is the purpose of the funding. Families without school-aged children would not receive the support

The Chair and Vice Chair, with support from the caseworkers and trustees, will make the final decision on individuals who fit the criteria for financial support and donations.

7. Grant Management

- Agreements: Successful applicants will sign a grant agreement outlining the terms and conditions of the grant.

- Disbursement: Monetary support will be provided as cash. Donation of goods will be provided when available. Invitations for specific themed projects will be send to all individuals who meet the criteria for funding. All monetary support receives second authorisation from a member of the trustee board.

- Reporting: Progress and financial reports will be submitted, as specified in the grant agreement. The frequency and format of reports will vary depending on the grant type and amount.

8. Monitoring and Evaluation

DARE will monitor the use of funds and evaluate the impact of grants through:

- Outcome Measures: Qualitative and quantitative feedback from service users in receipt of support, such as, surveys, questionnaires and quotes.

- Progress Reports: Regular reports on the use of funds and achievement of objectives.

9. Transparency and Accountability

DARE is committed to transparency and accountability in its grant-making processes. This includes:

- Public Disclosure: Publishing annual financial reports on the Charity Commission detailing grants.

- Conflict of Interest: Ensuring that all staff and committee members disclose any conflicts of interest and recuse themselves from related decisions.

10. Policy Review

This policy will be reviewed annually by the board of directors to ensure it remains relevant and effective in achieving our mission. Amendments will be made as necessary to address changing needs and circumstances.

Approved by: Trustees

Date: April 2025

Next Review Date: [Review Date]

By adhering to this policy, DARE aims to maximise the positive impact of its grants, fostering a supportive and empowering environment for asylum seekers and refugees.