

Fraud Policy

Our Aim

The organisation requires all staff and Trustees to at all times act honestly and with integrity and to safeguard the resources for which they are responsible. Fraud is an ever-present threat to these resources and hence must be a concern to all members of the organisation. The purpose of this policy is to set out your responsibilities with regard to the prevention of fraud.

What Is Fraud?

No precise legal definition of fraud exists; many of the offences referred to as fraud are covered by the Theft Acts of 1968 and 1978 & the Forgery & Counterfeiting Act 1981. The term is used to describe such acts as theft, deception, bribery, forgery, corruption, false accounting and conspiracy to commit these offences. For practical purposes fraud may be defined as the use of deception with the intention of obtaining an advantage, avoiding an obligation or causing loss to another party.

Actions to mitigate fraud risk.

The organisation will be responsible for:

- Developing and maintaining effective controls to prevent fraud.
- Carrying out vigorous and prompt investigations if fraud occurs.
- Taking appropriate legal and/or disciplinary action against perpetrators of fraud.
- Identifying the risks to which systems and procedures are exposed.
- Developing and maintaining effective controls to prevent and detect fraud.
- Ensuring that controls are being complied with.

Individual members of staff are responsible for:

- Acting with propriety in the use of official resources and in the handling and use of corporate funds
- Reporting details immediately to their line manager or Chair of Trustees if they suspect that a fraud has been committed or see any suspicious acts or events.

Grant Policy

Our Aim

The aim of the policy is to ensure that the grant funds we manage are distributed equitably, according to an agreed process and meet all necessary restriction criteria for the relevant funds.

There are two types of grant given by The Charity Service:

Those grants where we manage funds on behalf of donors and make donations according to their wishes providing that we have carried out all necessary due diligence and verified that the funds will be used for a charitable purpose.

Those grants where we manage the grant funds ourselves and accept applications for funding. Decisions on whether or not to award a grant are then made based on the agreed procedure and subject to any restrictions on the fund and all necessary due diligence checks.

This policy relates to the grant funds that accept applications for funding. In relation to these funds the Trustees:

- will consider any requests or known situations that are eligible for consideration;
- prefer to contribute to specific appeals and projects rather than to contribute to general running costs or expenditure of a charity;
- are willing to contribute both to large and small charities;
- will not normally approve any grant without seeing the most recently published annual report and accounts of the charity that they intend to benefit;

Any grant made by the Trustees shall be made at the absolute discretion of the Trustees.

Eligibility

Registered charities, voluntary organisations and CIC's working with people who are disadvantaged for any reason, sick, infirm and/or living in poverty, within Greater Manchester, are eligible to apply for grant funding.

Grant funding can be used for:

- the purchase or supply of activities, amenities or items of a medical nature not supplied by the NHS
- the purchase or supply of activities, amenities or equipment that will improve general welfare of the local community or an individual
- to assist with new project costs (for a specific period)
- any other charitable purposes that have a direct impact on the welfare of the local community or individual

Whilst this list does not create a bar to the making of a grant, the Trustees will not normally fund any of the following:

- contributions to general appeals from national charities
- activities which solely support animal welfare
- religious activity which is not for wider public benefit
- activities which have already taken place

Criteria

- we will focus and encourage applications from local charities 'working on the ground' in Greater Manchester but also accept applications from national charities if the project and/or individuals are local, i.e. within Greater Manchester
- we will consider applications from CIC's but with greater scrutiny, i.e. Ltd by Guarantee, Accounts, Reserves, Asset Lock, etc.
- will we only normally consider grant applications from organisations that have been active for 3 years or more but would not discourage applications from organisations operating for less than this period however applications would receive greater scrutiny.
- grant applications up to £10000 would normally be the maximum but consideration may be given to larger amounts.
- grant applications and awards for funding over £5000 would be treated as large grants and organisations could only apply once every 2 years from the previous award date. We will allocate five large grants in a year.
- new project costs including salaries for an initial period of up to 12 months, will be considered but sustainability would be a key consideration of each application.
- Holidays and days out/excursions will be funded by the Cinderella Fund. Grant payments from the Cinderella Fund cannot be made to an individual – grant payments will only be made to a supporting or third party organisation (holiday camp, etc.)

Monitoring

We recognise that it is important for us to regularly review this policy to ensure that it is fit for purpose and reflects best practice. This policy will therefore be reviewed every three years.