

The Henry Smith Charity

founded in 1628

The Parish Grant Programme Handbook

About the Parish Grant programme

Henry Smith was born in Wandsworth, just outside London, in 1549. By the time he died in 1628 he had become rich from his trade and property deals, and established a charity for relief of the poor. His detailed will described exactly how he wanted his legacy to be used. Part of this vision was a fund to support 'poor and infirm' people in parishes where his early Trustees had particular connections. The majority of these parishes are in Surrey and Sussex with others spread from New Radnor in the West to Gateshead in the North. Nearly 400 years later, this amazing philanthropic legacy is still helping people in over 150 parishes, from small rural communities to urban parishes with a population of over 100,000. This makes it one of the oldest grant schemes in the country, delivered in partnership with more than 1,000 Trustees of local charities, Parish Councils and Parochial Church Councils. Every organisation receiving a Parish Grant is an independent entity accountable to its own Trustees, members or councillors.

Whilst some things have changed, the spirit of the programme remains true to the original scheme. Although some changes have been made over the years, the grant allocations are still broadly based on the initial allocations set out by the charity's early Trustees. The programme continues to focus on helping individuals facing disadvantage within each parish, through small grants awarded by local people. The beef, lengths of linen cloth and coal that Trustees gave their fellow parishioners in the past are echoed in the food vouchers and help with fuel bills that many parishes provide today.

The Henry Smith Charity (Registered Charity No 230102) is now one of the largest grant-making charities in the UK. The Charity awards over £30 million a year through a number of different grant programmes, all aimed at reducing social and economic disadvantage. The Parish Grant programme is a valued part of this portfolio, helping over 5,000 people a year.

This handbook is intended to support you in administering this historic fund, and updates and replaces previous guidance. Thank you for your continued work and role in helping people in your parish.

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1. Criteria for the Henry Smith Parish Grant programme

Henry Smith Parish Grants have specific criteria determining their use. The criteria are:

- Grants should support individuals facing social and economic disadvantage i.e. people on low incomes, people with disabilities or health issues, those facing social isolation and older people.
- Grants should be awarded directly to individuals, or to community groups or local charities supporting individuals facing disadvantage.
- Grants should be awarded within the parish boundary.

Guidance on Criteria

Grants to individuals

The Henry Smith Parish Grant programme is intended to benefit local people living in difficult circumstances and facing disadvantage. Individuals do not have to prove residency or have been resident in a parish for a particular period of time in order to be eligible. This enables parishes to support refugees or homeless people.

The majority of parishes give small grants to individuals. These are typically around £100 in value and we recommend that they are for no less than £50, although we appreciate sometimes a lower amount is appropriate. They are often to help with the cost of food, fuel, white goods and furnishings. It is also acceptable to give a grant for equipment, such as personal alarm systems or mobility aids, or towards transport costs for hospital visits or doctor appointments.

Grants to groups

As well as giving grants directly to individuals, you may also make awards to small local charities or community groups providing support to people within your parish, in line with the criteria described above. Some parishes help schools to support local families, for example with the cost of school trips or school uniforms for their children. Most grants to organisations are in the region of £200 - £500 and we recommend that £500 is the maximum. Where a grant exceeds £500 you will be required to give a reason for this on the form you send us.

Grants can be made to local charities based outside of the parish on the condition that they are able to demonstrate they are supporting individuals within your parish, for example, food banks and Citizens Advice Bureaux (CABs). However, this is a small local grants programme and parish funds should not support large or national charities or organisations, such as care homes, hospices and national cancer charities.

You may also use your Henry Smith grant to contribute towards the cost of improvements to local community facilities that will directly benefit individuals identified in the criteria (we recognise that these grants could be greater than the suggested maximum grant of £500). This could include essential works to almshouses, or capital works to improve access to church or village halls for people with disabilities. In these cases the benefit to people in need must be clearly demonstrated for the grant to be eligible.

Parish boundaries

Many parishes follow the historic parish boundary, others their local ecclesiastical or civic boundary. Although these may not vary much, we are doing more research on this to identify any significant differences. The essence of the Parish Grant programme is to address local need. So long as you are confident your grants are doing this, we recommend that you continue to use your current boundary.

2. Common questions about the criteria

During visits to parishes undertaken in 2018 we were asked lots of interesting questions about the criteria for our programme. Here are some of the most common.

Can we fund an individual or organisation more than once?

In many parishes, particularly smaller ones, it is appropriate to provide repeat grants. However, where possible, we would encourage some variation in the grants you award to benefit a wider range of people.

Is there a minimum or maximum grant we can award?

We appreciate Trustees make allocations based on their knowledge and understanding of local need. We recommend grants to groups are for no more than £500 and grants to individuals are for no less than £50, although we understand sometimes a lower amount is appropriate.

How do we reach more people?

Parishes use a range of ways to identify beneficiaries. One of the key strengths of this programme is that Trustees know their local parishes and communities well.

Some parishes use a formal application process, particularly in more urban areas, distributing simple application forms via shops, surgeries and CABs, or inviting requests for support through newsletters or posters.

Others maintain a list of beneficiaries that is reviewed each year. Many parishes have developed their local networks and use a system of referrals from agencies or organisations like CABs or support workers to help identify need. The key thing is that parishes are alert to change and are evolving their processes to reflect shifts in the local population and the challenges people are facing.

Is it possible to increase our grant?

You can make a request for a one-off increase in your grant to meet specific costs or urgent needs in line with the criteria, such as essential work to improve access for people with disabilities. These requests will be reviewed on a case by case basis. Please contact us if you would like to discuss this option.

We are currently exploring whether we can offer larger annual grants to some parishes, for example those with larger populations and higher levels of deprivation. We will write to all parishes about this if a further release of funds is approved by our Trustees.

How do we know what our parish boundary is?

The Parish Grant programme was set up to benefit individuals living within the historic parish boundaries in the 17th Century. We have historic maps of most parishes for reference and are looking at how these correspond to current boundaries.

We recognise that in some parishes the boundary used for allocating grants has changed or evolved. Some parishes are following ancient boundaries, and others their current civic or ecclesiastical boundary. Please continue to follow your current boundary until you hear from us.

What should we do if we want to change our boundary, or merge with another parish?

If you are considering changes to the boundary you use to award grants or are thinking about merging with a neighbouring parish, please contact us to discuss your proposals.

Can you help us contact other parishes awarding Henry Smith Parish Grants?

Unfortunately, we don't have the staff capacity to set up or facilitate a parish network, but you may find it helpful to search the Charity Commission Register for other local charities. The Register provides contact details for all registered charities.

3. How the Parish Grant programme works

This section describes the timetable and steps involved in awarding grants.

Trustees' decision

- Each year our Trustees agree the grant total available for each parish.
- Every July we will write to tell you the grant amount available and send you a Parish Grant Form to complete and return when you are ready.
- We will also send you any updates to this handbook.

Before you send us your form

- Please ensure you read your handbook and any additions to it.
- Please check you have met the standard terms and requirements and any additional grant conditions stated in your offer letter.

Send us your form

- Please send us your form at any time during the year but no later than April 30th the following year.
- Please return your form by this time whether or not you are applying for a grant.
- Grants are paid in advance. In order to receive your grant, you need to explain how you have spent your previous funding. Please use your form to tell us about all the grants you have made since you last reported to us.
- You may have spent all or part of your grant but if your balance of Henry Smith funds is more than the value of your annual grant you cannot receive another grant at this point.
- If your bank details have changed please send us an original bank statement, as stipulated on the form.
- Your form must be sent to us by post and signed by two Parish Trustees/Churchwardens (or the Clerk and one Trustee/Churchwarden).

Reviewing your form

- All forms are reviewed by our team to ensure grants awarded fit our guidelines and terms and requirements.
- During this period the team may contact you to clarify the information you have provided.

When you'll hear about your grant

- We aim to email you about your grant within four weeks.
- If we are making a payment it will be made by BACS so it is important we have the correct bank details for you.
- If you are not eligible for a grant, we will still write to you the following year to offer you a grant for that year.

4. Sample Parish Grant Form

The Parish Grant Form asks you to describe how you have spent your Henry Smith funding since your last report. This is to ensure that grants are used in line with the criteria, and to assess the impact of the programme.

Please complete and return this form to us before April 30th, even if you are not intending to apply for a grant this year.

Contact Details

These are the contact details we currently have for you; please ensure they are up to date and, where information is missing or incorrect, please add the details required.

Name of Parish	Parish A
Organisation administering funds	Community Charity B
Charity Status/Number (if applicable)	10101010
Contact Name	Mr A Parish
Address	21 Parish Road
Email Address	myparish@parishes.com
Phone Number	02712 223132

The personal information above will be processed in accordance with the Data Protection Act 1998. The information is required/will be used to process payments and generate correspondence and will be stored in paper form and on our database for the duration of the grant period. For audit purposes, this data will be retained for a 7 year period after the grant payment is made, after which it will be deleted.

Grant Details

The table below is a summary statement showing your Parish Grant funds spent and remaining.

Unspent amount as you stated in your last report to us	£500
2018 Henry Smith Parish Grant paid to you	£2,000
Please tell us the total amount spent since your last report	£2,300
Please tell us how much Henry Smith funding you have left	£200

Breakdown of expenditure since your last report

Grants can be made from one or all of these categories. Please see handbook for details.

	Number, value and purpose of grants	No of people helped	Total Value
Grants to individuals/ families	10 grants @ £100 made towards 5 pensioners and 5 family fuel bills	15	£1,000
	5 grants @ £50 for school uniform	5	£250

	Number, value and purpose of grants	No of people helped*	Total Value
Grants to groups/ organisations	1 grant of £500 to Sunshine Luncheon Club towards the cost of running an older people's lunch club	30	£500
	1 grant of £250 towards the costs of a food bank at a local community centre	30	£250

* It would be useful, when making a grant to an organisation, to ask them how many people will benefit. However, we appreciate this may not be possible in some circumstances. If you cannot provide these details, please could you explain below.

	Number, value and purpose of grants	No of people helped	Total Value
Other uses of grant	1 grant of £300 towards almshouse maintenance	5	£300

Total Number of people helped	Total Spent
85	£2,300

For Data Protection purposes do not include names or any information from which individual grantees could be identified. For example, saying a grant was given to 'Mr Henry Smith' would identify an individual. Stating a grant was given to a family or individual in need is acceptable. You must however keep details of the individual in your internal records for audit purposes.

Please indicate the different types of beneficiaries you have supported with this Henry Smith grant.

Older people	X	Families	X	Young people (16-25)	X	School children	X
People with disabilities	X	Homeless people		Refugees		Other	

Have there been any changes in the way you distribute your grants or identify your beneficiaries in the past year?

We are now supporting a small local older people’s group which helps us reach more beneficiaries. We now use a receipt book when issuing cash payments to families at Christmas.

Is there anything else you would like to share with us about your work or grants awarded? It is really useful to have examples of how these grants are helping your local community. If possible, please provide a short description or case study of a recent grant you have made.

Since extending our networks, we have recently been able to reach and support a one parent family fleeing domestic abuse by providing a fridge and cooker.

When your grant was made available, if there were additional conditions attached to it, please confirm that you have addressed the queries raised and explain how you have done so.

If there were conditions in your letter, these are shown below.

Please confirm that you are working to recruit a third trustee. We would expect a third trustee to be in place in twelve months’ time.

We have now found another trustee to join our board.

Please confirm the following:

We have met the standard terms and requirements of our Parish Grant (sent with your letter in July).	Yes		No	X
If you have answered no, please explain why and any steps you are taking to ensure this will be resolved.				
<i>We have taken some support from our local CVS and have now compiled our Safeguarding Policy and agreed to review it each year at the board meeting.</i>				

Our Bank Details have changed since our last grant was paid.	Yes		No	X
If you have answered yes please enclose an original bank statement (or a copy signed and dated by two Trustees), which is no more than three months old. This statement will be copied and the original returned to you. If you are not able to send a recent bank statement, please send an original letter (not a copy) from your bank verifying your Sort Code, Account Number and Account Name.				

- We have enclosed a copy of our Safeguarding Policy.
- We hereby apply for the 2019 award for Parish A and agree to distribute it in accordance with the guidelines.
- We do not want to apply for the 2019 award.

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Position: _____

Position: _____

Please arrange for the form to be signed by two Parish Trustees/Churchwardens, or the Clerk and one Trustee/Churchwarden, and return it to us by post by 30th April. We cannot accept a scanned copy.

**The Henry Smith Charity
65 - 68 Leadenhall St
London, EC3A 2AD**

5. Parish Grant programme - Terms and Requirements

In order to be clearer with Parish Grant Holders we have developed the following standard terms and requirements which apply to all Parish Grants. To receive a Parish Grant, you need to meet these, as well as any additional conditions as outlined in your grant offer letter.

Making your grants

- Funds must be distributed in line with the Parish Grants programme criteria and guidance as outlined in the Parish Grants handbook.
- You should have a clear and fair process for identifying recipients and agreeing awards.

Reporting to us

- A completed Parish Grant Form, reporting on how the previous grant was spent, must be sent before further funding can be released.
- Your organisation must have less than 12 months' Henry Smith funding in reserve before further funding can be released.
- If your bank details change, you must send us an original bank statement (or a copy signed and dated by two Trustees), which is no more than three months old. This statement will be copied and the original returned to you. If you are not able to send a recent bank statement, please send an original letter (not a copy) from your bank verifying your Sort Code, Account Number and Account Name. On receipt, we will ensure that your details are stored securely and will inform you by email when a payment has been made to you.

Your Organisation

- You should have a governing document or constitution describing your governance arrangements.
- You should produce annual accounts (proportionate to the size of your organisation). If you are a registered charity you need to submit annual returns to the Charity Commission.
- If you are not a registered charity you must send us your most recent accounts every year.
- A minimum of two signatories is required for cheques.
- A system of receipts should be in place for cash awards.
- Data relating to the scheme should be managed in line with GDPR.
- You must have a Safeguarding Policy, agreed by your Trustees and reviewed each year.
- You must inform us in writing if there are:

Any significant organisational changes e.g. a merger or proposed transfer of work to another charitable entity;

Changes of key personnel;

Any adverse material developments which may affect your ability to distribute funding from the Henry Smith Charity.

The Trustees reserve the right to require the return of a grant, if at any time during the course of the grant, false information has been knowingly supplied.

If the Trustees are not satisfied that the relevant requirements and any additional conditions have been met, no further payments will be made.

6. Common questions about the Terms and Requirements

During visits to parishes undertaken in 2018 we were asked lots of interesting questions about the requirements for our programme. Here are some of the most common.

Are we a part of the Henry Smith Charity?

Although your charity or organisation may have the name Henry Smith in its title, reflecting our historic connection, the Henry Smith Charity is not legally responsible for the running of your organisation. We are a grant making body, providing you with grant funding to help people in your local community. Every organisation receiving a Parish Grant is an independent entity accountable to its own Trustees, members or councillors. The Charity Commission registers and regulates charities in England and Wales, and produces guidance for Trustees on how they should meet their legal duties and responsibilities. If you are not a registered charity and are overseen by other regulators or bodies e.g. Parochial Church Councils or Parish Councils, you should be aware of and adhere to their regulations.

We're not a registered charity - do these requirements still apply to us?

Yes. All organisations receiving a Henry Smith Parish Grant are expected to meet the programme's terms and requirements. This includes having a governing document or constitution in place, whether or not you are a charity. This should clarify your identity and describe your purpose and governance arrangements. The Charity Commission provides useful template governing documents. You can also get help with this from your local community and voluntary sector service (CVS).

How many Trustees do we need?

The Charity Commission recommends a minimum of three Trustees. It is good practice that the majority of Trustees are not related.

The board awarding Henry Smith Parish Grants should aim to be diverse and to reflect a broad range of interests, ideally combining the stability and experience of long-standing Trustees with the fresh perspective and contacts that new Trustees can bring. Your constitution or governing document is likely to determine how long Trustees can remain on the board and how many times they can be re-elected. If not, it is good practice to write up and agree your recruitment and tenure processes.

How do we find new Trustees?

Some charities advertise Trustee vacancies locally through a CVS, a local newsletter, or through on-line platforms (details can be found in the Useful Sources of Information section of this handbook). The Charity Commission has produced useful guidance on finding and recruiting new Trustees, currently guidance reference CC30, which is available on their website (details can again be found in the Useful Sources of Information section).

What are our Trustees' responsibilities?

As well as making decisions about your grant allocations, Trustees should know and understand their legal responsibilities and keep informed about new charitable regulation. There is clear advice in the Charity Commission's The Essential Trustee, currently guidance reference CC3 which is available on their website (details can be found in the Useful Sources of Information section of this handbook).

We are changing our charitable structure: do you need to agree any changes?

Registered charities are regulated by the Charity Commission and bound by the constitution agreed with them. If you wish to make a significant change to your constitution you should contact the Charity Commission, who will authorise any changes. Once these have been agreed by the Charity Commission please let us know for our information.

We are unsure of our charitable status - do we need to formalise our structure?

If you do not have a governing document clarifying the identity, charitable purpose and governance arrangements of your own organisation as distinct from us, you are required to put this in place. This need not be a complicated or lengthy document. You can get help from your local CVS or other community support organisations, the Charity Commission or the Small Charities Coalition.

Likewise, those parishes whose charitable status is unknown or who consider themselves to be an exempt charity are also advised to clarify and formalise their status.

It is important that your organisation has a legal structure and a degree of external or independent regulation. Detailed information about regulations affecting charities are available from the Charity Commission. This is the best place to go for advice regarding your governance structures.

Do our accounts need to be externally examined?

You should keep accurate and sufficient financial records. Your accounts will vary depending on the size of your organisation but should be approved annually by your Trustees. A charity with an income over £25,000 is required by law to have its accounts externally examined. Smaller charities with incomes less than this may need to submit returns or updates to the Charity Commission.

What financial controls should we have?

Payments can be made to recipients either directly in cash, by cheque or vouchers, by paying suppliers or via partner agencies. If you are awarding cash you should implement some kind of receipt system, such as use of a receipt book. To minimise risk, most parishes do not deliver cash awards on their own, particularly when they are carrying significant amounts of money (e.g. with awards made at Christmas).

Cheques should be signed by a minimum of two signatories. It makes sense to have more signatories so you don't get held up if someone is away or unable to sign a cheque.

Can we claim for any administrative expenses?

You can include some administrative expenses, for example towards the costs of time incurred by a clerk, but we would expect your expenses to be small in relation to the size of your grant.

6. Common questions about the Terms and Requirements (cont'd)

Why do we need policies?

Policies are a useful way of expressing the values and ideas of your organisation and Trustees can use them to help make decisions. Most parishes have a number of policies in place to ensure they meet their responsibilities and are following best practice. These cover areas such as GDPR and safeguarding (see below). These policies should be a standing item on your agenda to make sure they are reviewed and updated when necessary, particularly if you are only meeting once a year.

Why do we need a Safeguarding Policy?

Safeguarding has become an important area of governance for charities and community organisations.

As part of fulfilling your duties as Trustees, you must take reasonable steps to protect people who come into contact with your organisation from harm. Although some Trustees may have no contact with their beneficiaries and others may have very little, it is still necessary to meet your responsibilities as Trustees and to demonstrate your commitment to safeguarding. Safeguarding covers staff, volunteers and Trustees as well as beneficiaries. There is a separate section of this handbook that gives further guidance on safeguarding.

What does General Data Protection Regulation (GDPR) mean for us?

GDPR came into force in May 2018, and is concerned with protecting people's privacy. The legislation requires organisations to implement certain practices, including storing data securely; collecting, storing or using personal data only if the organisation needs to do so for a clear, specific purpose; and asking people's permission before passing it to a third party. We would not expect personal data to be held for any period longer than six years.

In terms of Henry Smith Parish Grants, it is recommended that names and addresses of beneficiaries are not listed together in records or minutes, and that where possible beneficiaries are not identified by name e.g. with a school referral. The Parish Grant Form should not identify any individual recipients of grants. All your records need to be stored securely.

What records should we keep?

The Charity Commission requires charities to keep financial accounts, invoices and receipts for at least six years. You should be recording all grant allocations and keeping them stored securely. It is good practice to have a written description of your decision-making process.

We have historic records - what shall we do with them?

A number of parishes have records going back many years. There is no legal requirement to keep these but we appreciate some parishes wish to preserve historic records. Some parishes have given their ancient minute books to their local or county record office.

7. Safeguarding

Safeguarding relates to the actions taken to protect people who come into contact with your charity from harm. This includes:

- people who benefit from your charity's work
- any staff and volunteers

We consider safeguarding to be a key governance priority for all grant holders so you must have your own Safeguarding Policy, a copy of which you must send to us. You must ensure the policy is regularly reviewed and kept updated. The Charity Commission states it is an 'essential duty for Trustees' to take reasonable steps to safeguard their beneficiaries, staff and volunteers and protect them from abuse.

As a minimum, your policy should include:

- A definition of safeguarding and your organisation's commitment to this.
- Acknowledgement of your Trustees' responsibilities to take reasonable steps to protect beneficiaries, staff and volunteers.
- A clear process for reporting any concerns Trustees may have. This may include nominating a Trustee to be primary contact for safeguarding matters, or identifying another organisation or safeguarding officer within the council/church or other charitable body.

Your policy should be relevant and proportionate to your organisation's operation and should be reviewed regularly, at least once a year, at board meetings.

There is a lot of helpful information on the Charity Commission website. Your local CVS or voluntary support organisation will also provide support and training. If you work closely with your local church, you may find they have resources you can access to develop your own policy.

8. Useful sources of information

Trustee recruitment

<https://www.gov.uk/government/publications/finding-new-trustees-cc30>

<https://www.ncvo.org.uk/practical-support/information/governance/trustee-bank/vacancy-search>

<https://secure.thebiggive.org.uk/trustees>

Trustee responsibilities

<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

<https://www.gov.uk/guidance/trustee-board-people-and-skills>

Governing document

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/586358/GD4.pdf

<https://www.gov.uk/guidance/how-to-write-your-charitys-governing-document>

Safeguarding

<https://www.gov.uk/guidance/safeguarding-duties-for-charity-trustees>

<https://knowhow.ncvo.org.uk/organisation/operations/safeguarding>

GDPR

<https://www.gov.uk/government/news/make-sure-your-charity-is-ready-for-gdpr>

General

<https://knowhow.ncvo.org.uk/>

<https://www.smallcharities.org.uk/>

If you have any other questions about the Parish Grant programme not covered by this handbook, please contact the Henry Smith team on 020 7264 4970 or at parishes@henrysmithcharity.org.uk