

Halkirk District Benefit Fund – Decision making process.

BOARD

Halkirk District Benefit Fund is run by a board of Directors. Each year at the Annual General Meeting Directors who have served their time on the board step down. Members of the fund can be nominated to take a position on the Board of Directors. There are seven places on the Board of Directors.

DECISION MAKING PROCESS

All applications to the fund are assessed by the administrator prior to being sent to the Board of Directors. The checks we have in place are to prevent fraud and limit risks.

1. GOVERNING DOCUMENTS

We check:

1. Your organisation has charitable purposes, and these are described in your governing document.
2. Your governing document includes suitable restrictions on the disposal of assets under the organisation's control and, its management committee or board members' remuneration. It should feature:
 - a. A charitable dissolution clause (or 'asset lock') stating that on winding up the organisation's net assets must be put towards a similar charitable purpose(s) to that of the organisation.
 - b. Suitable restraints on the provision of benefit to individuals.
 - c. If the governing document allows for the remuneration of any Board or management committee members your organisation it must comply with OSCR's guidance on this.

2. MANAGEMENT COMMITTEE

We check:

1. There is a minimum of three unrelated persons on the management committee or Board.
2. Most of your management committee or Board members are unrelated.

3. ACCOUNTS AND FINANCIAL PROCEDURES

We check:

1. Your latest set of approved accounts. These will need to have been approved by your management committee or Board.
(If your organisation is less than 18 months old, no accounts are required.)
2. Registered charities, your accounts must be prepared in accordance with the requirements of Office Scottish Charity Regulator (OSCR).
3. The organisation name on your accounts must match the name on the governing document and bank account.
4. You must have your own bank account.
5. Your financial transactions are required to be either authorised (before payment) or checked (after payment) by another person independent of the person initiating the payment.
6. Where possible your appointed account signatories must not be related.
(This is to safeguard against fraud or misuse of charitable funds in the organisation's control)

4. POLICYS, PROCEDURES AND SAFEGUARDING

We expect applicants to have adopted or be developing policies and procedures appropriate to the organisation's size and purpose and in line with any legal requirements.

If your organisation's core activities, or the project you are applying for, includes work with children and/or vulnerable adults, you must have an appropriate Safeguarding Policy and, procedures setting out how the policy is implemented in place before application.

Included in your policy should be:

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1. The purpose & scope of the policy in a statement
2. Suitable training in safeguarding
3. Safe arrangements for all work involving vulnerable adults/children and young people.
4. Procedures for responding to and reporting abuse or suspected abuse.
5. Contact details, of at least one nominated Safeguarding person.

5. YOUR PROJECT

We check:

1. The project fits the fund criteria.
2. The organisations competence and financial status
3. How the project has been identified
4. How the project has been planned.
5. The budget planning to ensure it is realistic.

6. ADDITIONAL INFORMATION

For some projects the administrator may require additional information. To present to the Board If this is required you will be contacted by telephone or email and asked to provide this.

7. NOTIFICATION

Applicants will be informed of the Board decision within 2 weeks of the Board meeting advising next steps and any conditions of offer. Unsuccessful applications can receive feedback to help them understand why their application was not funded.

All decisions are **final**.