



**ST JAMES'S CHURCH, PICCADILLY
PAROCHIAL CHURCH COUNCIL**

AWAY-GIVING GUIDELINES

Away Giving is an opportunity to support projects that are aligned with SJP's vision, and committed to social justice in the broadest sense, within and beyond the UK.

SJP allocates 2% of its income generated from property to Away Giving. The total amount available is calculated annually after the approval of the Annual accounts. Proposals requesting away-giving funds are invited from the whole Community, although applicants need to be on the electoral roll. Projects are proposed by the SJP community members and, where the number of applications exceeds the funds available, are selected on the basis of various criteria, listed below. Funding is approved by the PCC. No more than one application per community member may be made.

Projects need to have a close link with the SJP community member seeking funding on their behalf. The applicant undertakes to be the link between SJP and the organisation / project being funded. This means committing themselves to obtaining reports, and to informing the SJP community about the project and about how SJP funds have made a difference.

Criteria for funding Away Giving Projects

- 1) In deciding which proposals to approve, and how much to allocate, the PCC takes into account the following:
 - a) Is there either (i) an existing continuing relationship between SJP and the project; or (ii) the prospect of developing a relationship?
 - b) Does the project deal with a geographical area, or subject, with which members of the SJP Community already have an involvement?
 - c) Is there clear information from the organisation about how the funds are to be spent?
 - d) Can it be demonstrated that the project fits within the overall strategic plan of SJP?
 - e) Is the proposed recipient a Registered Charity? Is the PCC satisfied with the standard of governance? (Particularly if it is an overseas organisation).
- 2) In general, the aim is to support fewer projects more substantially, and to develop stronger relationships with Away Giving projects.
- 3) There is no predetermined proportion regarding how much away-giving is directed within the UK and how much is for overseas projects.
- 4) Where a project has been funded from Away Giving for 3 consecutive years, funding must be suspended for 12 months before a further application can be made.

Application Process

1. At each APCM, the Community is informed of the opportunity to submit written proposals for away-giving. Proposal forms are available at the APCM itself and on the next few

Sundays. The away-giving process is also publicised to the Community via the website and the PCC newsletter. As part of this publicity, the Community is informed of the total amount available to be spent.

2. Proposals are made in writing by the SJP applicant (who is the SJP link person with the project / organisation) using the Away Giving Application form. The Away Giving applicant needs to be on the electoral roll; and only one Away Giving application will be received per community member. The form requests details about how the project meets the funding criteria, full contact and banking details, and the charity number of the organisation being proposed. Additional information (e.g. letter from the project, information leaflet, publicity material) can be provided in support of an application. Unless this form is used, proposals will not be considered.
3. The closing date for proposals will be the first Sunday of June.
4. A small group will be convened to consider the proposals, and report to the PCC with recommendations as to how funds should be allocated. The group shall include:
 - a. The Treasurer
 - b. The Lay-Chair or an appointment of the Lay-Chair where there may be a conflict of interest
 - c. A member of the SJP community who is not on the PCC and who is not an Away Giving applicant
 - d. Membership of this group will be formally approved each year by the PCC
5. The PCC then makes the final decision as to which projects to support and how much to allocate to each project. Any Away Giving applicant who is a member of the PCC will absent themselves from the meeting during this discussion.
6. Steps 4 and 5 happen as soon as is practicable after the closing date for proposals.

On Receiving Away Giving Funding

7. Successful projects are notified in writing of the amounts awarded, and payment is made via BACS or cheque. As part of building a partnership between SJP and recipient projects / organisations, the letter is cc'd to the SJP applicant.
8. As a matter of good governance it is expected that the Away Giving applicant will make a written report to the PCC within 9 months of the award being made setting out the impact/benefit of the award. It is the responsibility of the SJP applicant to make this report which will be shared with the Community.
9. A list of successful projects will be published in the Service Sheet.

Applying for follow-up Funding

10. A successful organisation may apply for funding (via the SJP applicant) for a maximum of 3 years in a row. After 3 years of funding there must be a break of at least 12 months before any further funding can be requested.
11. Further funding needs to go through the application cycle, as outlined above. This will only be considered where there is evidence of an on-going relationship between SJP and the project being funded. For the sake of clarity, where no feedback regarding the project has been received as set out in para 8 above, no further funding will be awarded.