

## Local Grant Applications - procedure for Local Networks

#	Action	Responsibility
1	Network contacts volunteering team about submitting a local grant/expenditure request for consideration.	Lead/finance volunteer
2	Volunteering team check application meets agreed criteria as set out in the policy before proceeding further.	VLNO/SSM
3	Network confirms they have sufficient funds available to fund the grant/expenditure	Lead/finance volunteer
4	Network completes application form and submits to network inbox	Network
5	SSM makes decision in consultation with SAE Director and informs Local Network of outcome by return email confirmation. Decision includes confirmation of how application meets/does not meet criteria.	SSM/SAE Director
6	Once a grant is formally approved, volunteers make arrangements with local Treasurer (chaired Networks) or National Coordinated Network Treasurer for payment to be made to appropriate payee.	Link volunteer/local treasurer
7	Volunteers confirm arrangements for reporting back on the grant to local members via newsletters, social media etc	VLNO
8	Volunteers confirm arrangements for receiving feedback from the grant recipient so they can report back to charity	VLNO
9	Volunteers ensure all local grants expenditure is recorded appropriately in the End of Year Returns	SSM/Finance

Contact the Volunteering Team at [networks@crohnsandcolitis.org.uk](mailto:networks@crohnsandcolitis.org.uk)

SSM - Support Services Manager

VLNO - Volunteering & Local Networks Officer

SSC - Support Services Coordinator

SAE - Services, Advocacy and Evidence