

Guidelines for Small Grant Applications

- All Small Grant applications to Refugees Welcome must be made on the official Refugees Welcome '**Small Grant application**' form
- All small grant applications must be completed with a Trustee, Volunteer or supporting Agency e.g. One project Ukraine / HfU Sponsor to ensure it is legitimate
- There are 3 types of grant available:
 1. Grants for household goods up to £100 for those moving to independent accommodation.
 2. Small grants in an emergency or for specific purposes.
 3. Larger grants for one off items e.g. School uniform or specific needs.
- All grants are made at the discretion of the Trustees and need to be agreed by Trustees at varying levels. Grants will only be made while there are sufficient resources available in the Boundless Fund.
 1. Emergency grants up to £50 by 1 Trustee, then to be communicated to the Trustees at the next meeting
 2. Grant up to £100 for moving authorized by 2 Trustees and communicated at the next meeting.
 3. Grants for specific purposes between £100 and £300 by 3 Trustees and communicated at the next meeting.
 4. Over £300 by the Trustee board, either at a meeting or by round robin email depending on the urgency.
- Once a grant has been agreed goods or money (usually cash) can be provided to the applicant and the applicant should complete the '**Small Grant Receipt**' form,
- If any money is reimbursed to someone on behalf of the applicant e.g. Trustee, Volunteer or HfU Sponsor, they should also complete the '**Small Grant Receipt**' form and return this to the treasurer specifying who the grant was made for.
- A Trustee/Volunteers/ HfU Sponsor providing goods or cash to be reimbursed by RW should provide evidence of goods or cash, i.e. goods receipt or bank withdrawal slip, to accompany the '**Application for a Small Grant**' form and the '**Small Grant receipt**' form signed by the applicant on receipt of cash or goods.
- The Trustee should complete and attach an **Expenses claim form Authorized by a second Trustee/s** for reimbursement by the Treasurer.

Actioned:13.2.25

Review

This policy will be reviewed annually for currency and accuracy by the Chair of Trustees or individuals delegated by him/her. This does not prevent any changes taking place to this policy at any other time due to changes in practice or legislation.

REFUGEES WELCOME

Westminster Road, Macclesfield SK10 1BX

Reviewed: April 2026

**SIGNED BY: A Towers
[Trustee/Chair of Trustees]**

DATE: 20.4.26

POSITION in REFUGEES WELCOME: Trustees.

Next Review Date: April 2027