

## **Investing Charity Funds Policy and Procedures for Reuse Littleborough**

**1. Introduction** Reuse Littleborough is a charitable organisation committed to environmental sustainability and community support. This policy outlines the procedures for distributing financial donations to other local charities and charitable initiatives, ensuring transparency, fairness, and alignment with the charity's mission.

**2. Purpose** This policy provides guidance on how Reuse Littleborough may allocate financial resources to support charitable organisations and causes, primarily within the local community, but with allowances for international charitable support when approved by trustees.

**3. Scope** This policy applies to all trustees and volunteers involved in the evaluation, approval, and monitoring of financial donations made by Reuse Littleborough.

**4. Eligibility Criteria for Funding** Financial donations may be granted to applicants that meet the following criteria:

- Are not-for-profit organisations or community groups.
- Operate within or directly benefit the local community.
- Are not staffed by paid employees (volunteer-led organisations only).
- Have a clear charitable purpose that aligns with Reuse Littleborough's mission.

**5. Ineligible Organisations** Reuse Littleborough will not provide funding to:

- For-profit organisations.
- Groups with paid staff.
- Organisations that do not demonstrate a charitable or community benefit.

### **6. Application and Approval Process**

- All donation requests must be submitted using the official Donation Request Form (see Appendix A).
- Requests will be reviewed by the board of trustees.
- A minimum of 75% trustee approval is required for the release of any funds.
- Trustees may request additional information or a meeting with applicants before making a decision.

**7. International Donations** While Reuse Littleborough primarily supports local charities, trustees may approve donations to international charitable initiatives if:

- The cause aligns with the organisation's values and charitable aims.
- There is unanimous agreement among trustees.
- Adequate due diligence is performed on the overseas group or initiative.

**8. Monitoring and Reporting** Recipients of donations are expected to:

- Provide a report or update within 6 months of receiving the donation.

- Outline how the funds were used and the impact made.
- Allow Reuse Littleborough trustees to carry out follow-up communication if necessary.

**9. Trustee Discretion** The final decision on all donations rests solely with the board of trustees, who retain full discretion over the amount, timing, and recipients of all charitable disbursements.

**10. Review** This policy will be reviewed annually or as required.