



“The service is exactly what we need. I cannot think of any improvement. We have found Charity Link invaluable, particularly as it has expertise in all the elements of our work.”

To find out more about Charity Link’s Trust Administration Service, please contact:

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Services for Charities

“A friendly, knowledgeable and efficient trust administration service”

Grant administration, clerical, accounting, charity management and support services that make life easier for local charities.

Charity Link

Finding funding for people in need since 1876

Block Grant Administration

Charity Link can relieve charities of the administrative demands of distributing grant aid. We can receive and assess grant applications on a charity's behalf, make decisions in accordance with your objectives, and administer the grants. We report back to charities (as regularly as you wish) on how your funds have been allocated.

All charities need to do is identify the size of the fund you wish to distribute each year, and your criteria for allocation. The fund ('block grant') can be paid over to Charity Link on an annual, quarterly or other basis as preferred.

Because the funds are retained in-house, Charity Link is able to respond very quickly to those in urgent need. This is one of the unique features of our service. Whereas some charities may only meet irregularly to consider grant applications, we can respond within days.

Charities can be reassured that their funds are in safe hands: Charity Link has been distributing funds to people in need since 1876! We currently provide a block grant administration service for 28 charities, and in 2014-15 we distributed £294,000 of grant aid in this way.

"Charity Link has expertise in assessing hardship & can reach beneficiaries that the Trust could not."

Clerkship/Trust Administration

Running a charity can be time-consuming: organising meetings; preparing accounts and arranging independent examination; monitoring investments; producing reports... Charity Link can take on all of these tasks and more, providing a clerkship and administration service to support the charity's Trustees. This is ideal where Trustees wish to retain full control of their charity's core activities, but without all the headache of administration. Fees for this service are tailored to the requirements of each charity.

"Supportive, efficient, responsive & reliable ... we could not operate effectively without Charity Link"

If the charity has an endowment or investment fund, we can advise on and liaise with investment managers, monitoring the investment portfolio to help Trustees ensure that the charity's funds continue to generate income.

Charity Link's expertise in charity administration ensures that charities meet all their legal requirements as well as those of their own charity scheme. We have a dedicated Trust Administrator/Clerk backed up by specialist charity Casework and Finance staff. We currently provide a clerkship and trust administration service to charities with combined funds of over £5.5million.

Charity Management

Finding and retaining the right Trustees can be difficult. If the objects of a charity can be continued, but the Trustees wish to retire, Charity Link can take over the full management of the charity. We will provide suitable and experienced Trustees and a dedicated Clerk/Administrator, backed up by an expert team, to ensure that a charity's work continues in accordance with its objectives and charity scheme.

If it is becoming difficult for a charity to continue because of insufficient income, or difficulty in finding suitable beneficiaries, then we can also help with winding up and transferring a charity's assets to a similar trust, in order to preserve the charity's objectives and any endowment funds held.

Our charity management work includes all the clerkship, trust and grant administration work necessary for the charity to continue to operate. We currently manage charitable trusts with combined funds of over £760,000. A small management fee (around 15% of net incoming resources) is recharged to each charity.

"Courtesy and willingness to help and support are hallmarks of Charity Link."