

Buzzacott Stuart Defries Memorial Fund - Grant Making Policy

Purpose

The purpose of this policy is to define the aims and principles that govern the Buzzacott Stuart Defries Memorial Fund (BSDMF) ("the fund") in relation to the process of awarding grants.

A grant is defined as a financial award the BSDMF makes from its funds in support of charitable activities conducted by charities, community groups, and other organisations that benefit the fund's target beneficiaries.

Introduction

The BSDMF is a registered charity (1100855) established in 2003 and primarily funded by annual donations from Buzzacott LLP ("the firm"). The fund is governed by a board of trustees who are partners within the firm and supported by the ESG executive who is responsible for administering the fund's day-to-day activities.

The fund's primary objects are:

- To benefit young people under the age of 25.
- To support organisations based in Greater London, with a particular focus on those experiencing the highest rate of child poverty (as determined by Trust for London's annual report¹) and boroughs adjoining the City of London.
- To support those in deprived socio-economic areas or communities in any part of the world, as per Clause 2.2. of the Trust Deed.

The trustees, at their discretion, can permit donations to projects that support overseas activities where they are conducted by UK-based charities, particularly in response to disasters or emergencies.

Grant-making criteria

The Board of trustees has ultimate collective responsibility for all grant-making decisions in line with the fund's charitable purposes and any restrictions agreed with donors and funding partners.

- Trustees reserve the right to apply conditions to any grant.
- As stated in Clause 3.3 of the Trust Deed, the fund supports recipients that are registered charities, voluntary bodies, and statutory authorities. Voluntary bodies are defined as organisations established for philanthropic or benevolent purposes which is not charitable in law but is charitable in nature, for example Community Interest Companies (CICs).
- Trustees are particularly keen to help small-to-medium-sized organisations within the primary area of benefit.
- Organisations should be concerned with promoting educational opportunity, seek to prevent homelessness, poverty and destitution, prevention or rehabilitation of youth crime, online safety, and mental health and wellbeing.
- Applications made by individuals will not be accepted.

Grant requests which the trustees **will not normally support** are:

- Contributions to general appeals or circulars;
- Religious activity which is not for wider public benefit;
- Public bodies to carry out their statutory obligations;
- Activities which solely support animal welfare;
- Activities which have already taken place;
- Grant-making by other organisations;
- Privately owned and profit-distributing companies or limited partnerships;
- Individual challenges, pursuits, or activities.

Grant making process

Applicants should note that the fund may well receive more applications than it has funds to support. The fund reserves the right to decline any application and there is no obligation on the fund to provide a reason for its decision. Each decision is final and there is no appeal process.

- Applicants will be required to complete a pre-application questionnaire on YourCause which can be accessed via the fund's page on the Buzzacott website. If applicants do not pass this stage, they will unfortunately not be eligible for funding.
- Applicants are required to submit their most recent accounts and up-to-date safeguarding policy as part of the application process. Where the latest statutory accounts are not available, the fund may request a copy of the latest management accounts.
- Formal applications should be submitted via the application form on the YourCause portal. This should take no longer than 30 minutes to complete.
- Based on the grant making criteria, an initial assessment and shortlisting of applications will be undertaken by the ESG Executive.
- Vetted applications will be reviewed in person by Trustees in quarterly meetings.
- Applications will be reviewed against the grant making criteria and rated using a simple red, amber, green (RAG) scoring system to determine their alignment with the fund's objectives.
- Once confirmed, applicants will be updated of the outcome of their application. The fund is not obliged to provide an explanation to the applicant should the grant application be unsuccessful.
- Payment information will be requested via YourCause and submitted to the Buzzacott finance team who will process payments.

Application outcomes

There are several potential outcomes for applications resulting from trustee meetings. These include:

- To award the requested amount of funding
- To award funding at a different level (lower or higher)
- To award funding, subject to certain conditions/restrictions
- To defer a decision and request further information
- To reject the application

Grant value

Grants are offered on an annual basis. The fund offers grants between £500 and £25,000 per year. Typically grants awarded range from £1,500-£5,000.

Internal suggestions can be made by team members at Buzzacott. Some flexibility is afforded these suggestions, and awards are limited to £500-£1,000.

If the trustees choose to make a donation in response to a national or international emergency appeal, grants awarded will range from £2,000-£5,000 and are limited to organisations registered in the UK. The trustees may invite applicants to apply to enter a multi-year (maximum three years) funding partnership. These organisations will satisfy the main funding requirements and show evidence of specific need within the local community. These partnerships are subject to the partner organisation satisfying the pre-agreed service level agreement. The trustees reserve the right to terminate this agreement if it is felt the agreement is not being reasonably met.

Monitoring outcomes

The fund will follow up with grant recipients to ensure that the grant is being used as intended. As such, when a grant is confirmed, conditions may be stipulated relating to the use of the funds and anticipated targets and outcomes.

If the applicants' circumstances change that may impact on the ability to deliver on the purpose of the grant, the applicant must communicate this with the fund. Any changes in circumstance will be considered by the fund's trustees who reserves the right to withdraw an award if its purpose cannot be fulfilled.

Where grants are payable in instalments, the payment of subsequent grant instalments may be contingent on satisfactory progress against proposed targets and milestones. The fund reserves the right to withdraw the grant on receipt of unsatisfactory progress update reports or in the absence of any updates.

The fund may contact the grantee in the period following the award of the grant to identify progress against the objective of the grant.

The fund may require repayment of the grant if:

- The grant is used for a purpose other than that which has been agreed or the purpose for which it was awarded does not proceed.

Part of the grant remains unused when the activities that the grant was intended to fund have been completed.

Variations to this policy

The Board of trustees may vary the terms of this policy from time to time.

Data protection

Applicants' data will be held in accordance with data protection legislation. Data will be held securely, disclosed if subject to an access request, treated as confidential, only used for the purpose for which it has been provided, and kept only for as long as necessary to provide you with our services or comply with legislation.