



## **GRANT-MAKING POLICY**

**Charities in Association with the League of St Bartholomew's Nurses**

### **Benevolent Fund**

**A registered charity in England and Wales (number 275165)  
Adopted by the Charity Trustees on 8.4.19**

Date of Next Review – November 2021

## **1. About this policy**

- 1.1 This policy applies to The League of St Bartholomew's Nurses Benevolent Fund, a charity registered in [England and Wales] (number 275165)
- 1.2 The charitable objects of the Charity are *'for the public benefit, the relief of members of the League of St Bartholomew's Nurses or any nurse who qualified at St Bartholomew's Hospital London prior to September 1993 in need of assistance arising by reason of youth, age, ill-health, disability, financial hardship or other disadvantage'*.
- 1.3 The Charity is governed by the Trustees of the Charity and the Benevolent Fund Committee who have a duty, acting at all times in the best interests of the Charity, to apply the Charity's assets to advance the Objects. In line with the constitution, the Honorary Officers (Secretary and Treasurer) of the Benevolent Fund are also Trustees. Furthermore, the Honorary Officers of the Scholarship Fund and Honorary Treasurer of the General Fund are also Trustees and are ex-officio members of the Benevolent Committee. Thus Charity Trustees are present at all Benevolent Fund Committee meetings.
- 1.4 The purpose of this policy is to set out the principles and procedures that guide the Charity Trustees and Benevolent Fund Committee when they are making grants to further the Objects. It also provides information about the Benevolent Fund's grant-making process to anyone who is applying to the Benevolent Fund for a grant. This policy should be read in conjunction with the League Procedure for Allocation of Benevolent Funds (Appendix).
- 1.5 In this policy references to persons who are "connected" with a Charity Trustee or member of the Benevolent Fund Committee mean:
  - (a) a child, stepchild, grandchild, parent, brothers or sister of a Charity Trustee;
  - (b) the spouse, unmarried partner or civil partner of a Charity Trustee or of any person falling within paragraph (a) above;
  - (c) any person who is in a business partnership with a Charity Trustee or any person who is in a business partnership with any person falling within paragraph (a) or (b) above; and
  - (d) any company, business, trust or organisation in which a Charity Trustee (or any other person connected to them) has an interest as a beneficiary or through ownership, control or influence.

## **2. Our funding priorities**

- 2.1 The Charity Trustees are keen to support activities that advance the Objects in an effective way. The Benevolent Fund welcomes applications for assistance with, but not limited to:
  - (a) Needs arising from reasons of age, disability or ill health including mobility/disability aids, Home adaptations, essential repairs, and essential white goods.
  - (b) Services such as travel to appointments
  - (c) Short-term convalescence and respite care costs
  - (d) Short-term financial emergencies
- 2.2 The Charity Trustees will not normally support applications to support long-term costs such as those for residential or nursing care

2.3 The Benevolent Fund will occasionally award grants that fall outside the priorities stated in this policy, provided that they are satisfied that the grant will further the Objects and is an appropriate use of the Charity's funds.

2.4 The Charity Trustees will review the grant-making priorities and principles set out in this policy annually.

### **3. Who can apply for a grant**

3.1 The Benevolent Fund welcomes applications from League members and nurses who qualified at St Bartholomew's Hospital prior to September 1993.

### **4. What we will fund**

4.1 All grants awarded by the Benevolent Fund must be used to cover costs that are directly connected to carrying out the activities that the Benevolent Fund have agreed to fund.

### **5. How to apply for a grant**

5.1 Requests for financial assistance arise from a variety of sources and may be received by letter, telephone call or email:

5.2 All requests must explain how the funding will benefit the intended beneficiary

### **6. How we make decisions about grants**

6.1 The Charity Trustees and Benevolent Fund Committee have ultimate responsibility for all grant-making decisions and for ensuring that all funds awarded are used to advance the Objects.

6.2 The Charity Trustees and members of the Benevolent Fund Committee must declare the nature and extent of any interest, direct or indirect, which could, or could be seen to, prevent them from making a grant decision only in the best interests of the Charity.

Situations in which a conflict of interest may arise include where:

- (a) a Charity Trustee or Benevolent Committee member (or a person connected to them) stands to benefit from a grant from the Charity [(see paragraph 7 (Grants to Charity Trustees or connected persons)); or
- (b) a Charity Trustee or Benevolent Committee member has a duty of loyalty to a third party that conflicts with their duty to the Charity.
- (c) Any such conflict of interest must be declared and managed by the Charity Trustees.

6.3 The Charity Trustees have delegated certain decision-making responsibilities. In particular:

- (a) the Charity Trustees have appointed a Benevolent Fund committee to review grant proposals and make awards (see paragraph 1.3)
- (b) There is a minimum of 4 Charity Trustees at each Benevolent Fund Committee meeting

6.4 The Honorary Secretary or Honorary Treasurer of the Benevolent Committee will inform applicants of the Committee's decision as soon as possible, in writing (by post or email) or by telephone.

6.5 The Benevolent Fund Committee's decision whether to award a grant is final.

- 6.6 If the Benevolent Fund Committee decides not to award a grant the Committee is not obliged to give the applicant reasons for their decision. In the event of a complaint the League Complaints & Feedback Procedure will be followed.

## **7. Grants to charity trustees or connected persons**

- 7.1 The League Procedure for Allocation of Benevolent Funds (Appendix) authorises a Charity Trustee or Benevolent Committee member to receive a benefit from the Charity as a beneficiary of the Charity, provided that a majority of the Charity Trustees do not benefit in this way.
- 7.2 If a Charity Trustee or member of the Benevolent Fund Committee, or a person connected to them, applies for a grant the conflicted Charity Trustee or member must absent himself or herself from any discussion of the grant application.

## **8. Due diligence**

- 8.1 When the Charity Trustees and Benevolent Fund Committee are considering a grant-funding proposal, they will undertake due diligence checks on the applicant. The checks that are undertaken will vary according to the Charity Trustees' assessment of any risks associated with the proposal or the applicant.
- 8.2 Beneficiaries are usually known personally or referred by someone known personally to the Benevolent Fund Committee. Regular informal checks are made to assess continuing or additional need.
- 8.3 All regular payments are reviewed on an annual basis.

## **9. Reporting requirements and monitoring**

- 9.1 The Charity Trustees and Benevolent Fund Committee take steps to monitor the use of the grant and verify that the grant is used for the purposes that have been agreed. The arrangements for monitoring will vary according to the nature of the grant, but the Charity Trustees will always seek to ensure that the arrangements are appropriate and proportionate.
- 9.2 Arrangements for monitoring use of the grant include asking the recipient to provide any of the following:
- (a) Copies of formal records such as receipts, invoices, bank statements and/or photographs to show that funds have been used for the purpose for which they have been awarded and in accordance with the terms of the grant.

## **10. Clawback and repayment**

The Charity Trustees may require repayment of all or part of the grant if:

- (a) The project or purpose for which it was awarded does not proceed;
- (b) Part of the grant remains unused when the activities that the grant was intended to fund have been completed; or
- (c) The grant is used for a purpose other than that which has been agreed.

## **11. Reviewing and amending this policy**

- 11.1 The Charity Trustees will review this policy annually. Date of next review: November 2021.

11.2 The Charity Trustees may vary the terms of this policy from time to time.

## Appendix



# League of St Bartholomew's Nurses Procedure for Allocation of Benevolent Funds

## Background

This procedure should be read in conjunction with the Benevolent Fund Grant-Making Policy, and the Leagues Policy for Managing Charitable Trusts

Requests for financial help arise from a variety of sources and may be received by letter, telephone call or email:

- Individuals may request help for themselves
- A Bart's nurse or League member may request help for a Bart's nurse or League member who is a friend or member of the same set
- A request may be made by a League Countrywide Network visitor
- A request may be made by a friend or relative of a Bart's nurse or League member. The friend or relative may have no connection with Bart's or the League but is aware of the existence of the League Benevolent Fund

## Stage 1 - Initial Action

1.1 If the request is not made by the individual concerned, permission for further discussion with the Benevolent Fund committee members is sought from the potential beneficiary. The Hon. Secretary or Hon. Treasurer of the Benevolent Fund will ring the individual for a sensitive discussion and to seek permission for further discussion of his/her circumstances at the next Benevolent Fund committee meeting. Assurance is given that all discussions take place in strict confidence.

## Stage 2 - Next Steps

2.1 If there is a long time interval before the next meeting or if the need is very urgent, the situation may be discussed with the League President and the Hon. Secretary and Hon. Treasurer of the Benevolent Fund who can agree to award a gift which can be quickly dispatched. This gift is then discussed and officially approved at the next committee meeting. In practice this situation does not arise often.

2.2 All other financial requests are discussed at Benevolent Fund committee meetings, which take place in January, February, April, June, August and October each year. Requests may fall into the following categories but the list is not exhaustive:

- Requests for the relief of on-going hardship
- 'One-off' requests for those experiencing temporary hardship
- Requests for items of equipment such as special wheelchairs
- Requests for major household items, e.g. a new boiler or washing machine

- Requests for services such as travel to hospital, convalescence, respite care or attendance at therapy centres

2.3 No financial assessment of individual circumstances is made. This is in line with Charity Commission policy. Gifts given must fall within the objects of The Charities in Association with The League of St Bartholomew's Nurses (i.e. The Benevolent Fund and The Scholarship Funds).

2.4 Discussion of requests takes place with those committee members who are present at each meeting and the sum to be given is decided and agreed by all those present. The award is then formally recorded in the minutes of the meeting. Full names of beneficiaries are not recorded in the minutes. The Hon. Secretary and the Hon. Treasurer retain full details of all beneficiaries.

2.5 The Hon. Secretary or Hon. Treasurer will then communicate with the applicant to talk about the outcome. Where appropriate the recipient will be asked to send an invoice, receipt or other evidence of expenditure to the Hon. Treasurer.

2.6 The Hon. Treasurer sends allocated funds by cheque, for which a signed receipt is required, or by telephone banking directly into the bank account of the beneficiary or supplier of the goods/services.

2.7 Some beneficiaries receive an annual financial gift if this is the most practical way to give financial assistance.

2.8 The Treasurer presents the latest bank statements for each account at each committee meeting. The totals are recorded in the minutes and checked against the statements by another member of the committee.

November 2020

Registered Charity: No 275165